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### Person Specification – Financial Controller

		Essential	Desirable
Qualifications	Educated to A-level (or equivalent)	√	
	Higher or Further education	√	
	Recognised UK accounting qualification including a university degree	√	
Professional Experience	Experience gained in a financial management role	√	
	Experience of working with Xero		√
	Experience of working with Parentpay		√
	Experience gained working in a School environment		√
	Staff management experience		√
Professional Competencies and Skills	Strong administrative skills	√	
	Able to use a range of standard ICT packages to a high standard	√	
	Knowledge of VAT returns and calculations	√	
People Management Skills	Effective communicator with children, staff and parents	√	
	An effective team player, working with colleagues collaboratively	√	

Personal Qualities	Flexibility and adaptability	√	
	Excellent accuracy and attention to detail	√	
	High level of confidentiality, discretion and tact	√	
	Ability to prioritise tasks and organise time effectively	√	
	Ability to work to strict deadlines	√	
	Willingness to contribute to the wider life of the Trust.	√	
Safeguarding Children	Knowledge of safeguarding children legislation and good practice		√
	Appropriate motivation for working with children (one which values each child and shows concern for their personal safety and wellbeing)	√	