

Qualifications and Professional Status

Essential

- A recognised accountancy qualification (e.g. CCAB qualified, part-qualified, or AAT Level 4 with significant relevant experience).
- Evidence of ongoing professional development in finance, accounting, or business partnering.

Desirable

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA).
- Finance qualification or training specific to the education sector.

Knowledge and Experience

Essential

- Significant experience in a finance role involving budgeting, forecasting, and financial reporting.
- Proven experience of working as a finance business partner or in a role requiring close financial support to non-finance stakeholders.
- Experience of producing and explaining management accounts, variance analysis, and financial forecasts.
- Strong understanding of financial controls, governance, and compliance.
- Experience of supporting multiple budget holders or cost centres.

Desirable

- Experience within a Multi-Academy Trust, school, or wider public / not-for-profit sector.
- Knowledge of academies' financial framework, including the Academy Trust Handbook.
- Experience of supporting schools through financial recovery or efficiency programmes.
- Experience of long-term financial planning and scenario modelling.

Skills and Abilities

Essential

- Strong analytical skills with the ability to interpret and present complex financial information clearly.
- Excellent communication skills, with the confidence to challenge and influence senior leaders and headteachers.

- Ability to build positive, professional relationships with a wide range of stakeholders.
- Strong organisational skills, with the ability to manage a varied workload and meet deadlines.
- High level of accuracy and attention to detail.
- Competent user of financial systems and Microsoft Excel.

Desirable

- Experience of using education finance systems.
- Ability to deliver financial training or guidance to non-finance staff.
- Advanced Excel or financial modelling skills.

Personal Qualities

Essential

- Professional, credible, and resilient, with a flexible and solution-focused approach.
- Proactive and self-motivated, with the ability to work independently and as part of a Central Team.
- Commitment to the Trust's vision, values, and ethos.
- Willingness to engage directly with schools, understanding their individual contexts and challenges.
- High levels of integrity and discretion.

Practical Requirements

Essential

- Ability and willingness to travel regularly to Trust schools across Surrey and West Sussex.
- Ability to work flexibly to meet the needs of schools and the Central Team.
- Right to work in the UK.

Desirable

- Full UK driving licence and access to a vehicle.