



Learning Accord Multi Academy Trust Person Specification – Head of Finance

Note to Applicants: You should provide a high quality, concise letter of application which addresses the following criteria. To be short listed candidates will initially be judged on how well they address the criteria listed as essential. Desirable criteria will be considered if there are a large number of applicants. The end column indicates how the criteria will be identified; Application Form, (A) Letter of Application, (L) Interview (I) and /or References (R)

DIRECTORATE: MAT

SECTION: MAT

JOB TITLE: Finance Manager

GRADE: 9

		Essential	Desirable	How Identified?
1	Qualifications			
1.1	Good general education, with GCSEs or equivalent in English and maths (A-C / 9-4)	E		A
1.2	AAT qualified, studying towards a professional accounting qualification, or qualified by relevant finance experience	E		A
1.3	Part or full qualified accountant (ACCA, CIMA, CIPFA or equivalent)		D	A
1.4	Degree level qualification or equivalent relevant experience		D	A
1.5	Knowledge of academy finances systems or public sector financial procedures		D	A/I
2	Specific Knowledge and Experience			
2.1	Experience of working within a finance function preparing financial information and reports	E		A/I
2.2	Experience of budget monitoring and financial reconciliation processes	E		A/I
2.3	Experience of using computerised accounting systems	E		A/I
2.4	Experience of preparing management information for budget holders and senior leaders	E		A/I
2.5	Experience of supporting monthly and year-end financial processes	E		A/I
2.6	Experience of mentoring or supporting non-finance staff	E		A/I
2.7	Experience of process improvement and implementing more efficient ways of working	E		A/I
2.8	Experience of payroll administration and reconciliations		D	A/I

2.9	Experience of VAT returns and financial compliance requirements		D	A/I
2.10	Experience of supporting internal and external audits		D	A/I
2.11	Experience of Access Finance (formerly HCSS) or similar finance systems		D	A/I
2.12	Experience of working within a Multi Academy Trust, school or public sector environment		D	A/I
3	Skills			
3.1	Strong numerical and analytical skills with excellent attention to detail	E		A/I
3.2	Ability to produce accurate and timely financial information	E		A/I
3.3	Ability to prioritise workload and meet deadlines whilst managing competing demands	E		A/I
3.4	Excellent written, verbal and interpersonal communication skills	E		A/I
3.5	Ability to explain financial information clearly to non-finance colleagues	E		I
3.6	Strong IT skills, including Microsoft Excel and finance systems	E		A/I
3.7	Ability to build and maintain effective working relationships with stakeholders	E		I
3.8	Ability to identify issues, investigate solutions and use initiative appropriately	E		I
3.9	Ability to support and develop staff through coaching, training and guidance	E		I
3.10	Commitment to continuous improvement and excellent customer service	E		I
4	Personal Characteristics			
4.1	High levels of integrity, professionalism and discretion	E		A/I/R
4.2	Ability to maintain confidentiality at all times	E		A/I/R
4.3	Flexible and adaptable approach to work	E		I
4.4	Positive and collaborative team member	E		I
4.5	Self-motivated and able to work independently when required	E		I
4.6	Organised and methodical approach with strong attention to detail	E		I
4.7	Commitment to supporting schools and delivering high-quality services across the Trust	E		I
5	Additional Requirements			
5.1	Enhanced DBS clearance and satisfactory safeguarding checks	E		A
5.2	Right to work in the UK	E		A
5.3	Commitment to safeguarding and promoting the welfare of children and young people	E		A/I
5.4	Ability to travel between Trust sites as required	E		A/I
5.5	Commitment to the values, ethos and vision of Learning Accord Multi Academy Trust	E		A/I