

**Person Specification:** Business Accountant

The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to Degree Level or Equivalent for the role	✓	
Finalist/ Qualified Accountant or QBE		✓
Demonstration of an ongoing commitment to your own professional development	✓	
<b>Experience</b>		
Experience of accounting procedures and budget management	✓	
Experience in preparing statutory accounts	✓	
Experience of working within a school setting		✓
Experience of extracting and preparing financial management information	✓	
Experience motivating and leading staff	✓	
<b>Professional Knowledge and Understanding</b>		
Strong understanding of financial systems and controls	✓	
Experience of VAT and Pensions	✓	
Experience of using desk top publishing, databases, spreadsheets and general word processing programmes	✓	
Experience of using IT to produce a range of documentation	✓	
Experience of statutory reporting deadlines and year end accounts	✓	
<b>Professional Skills and Abilities</b>		
Ability to communicate effectively and sensitively with colleagues, pupils, parents and governors.	✓	
Ability to work as part of a team and independently	✓	
Ability to interpret legislation and regulations	✓	
Excellent numeracy skills and a methodical approach to tasks.	✓	
Ability to prioritise workload and work to deadlines.	✓	
Excellent organisational and time management skills.	✓	
Strong awareness of professionalism and confidentiality	✓	
Ability to approach challenges in a positive approach	✓	
Experience of establishing clear policies and practice and monitoring their impact	✓	
<b>Personal Qualities</b>		
Must have excellent communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

### SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.