**Person Specification - Operations Manager; Finance**

**Extol Academy Trust**

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| **REQUIREMENTS** | **ESSENTIAL CRITERIA**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE CRITERIA**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training****Specific qualifications (or equivalents)** | Part Qualified CCAB Accountant (F)Evidence of continued professional development | Graduate level degree in relevant field. (F)Qualified CCAB Accountant |
| **Work or other relevant experience** | Significant recent experience in provision of accounting and financial services, including production of revenue and capital budgets, closure of accounts and managing financial aspects of grant funded projects. (F) (I) (R)Experience of leading and supervising teams through processes of continuous improvement. (F) (I)An understanding of the business functions within schools and academies.Experience in interpreting complex financial information and accounting regulations (F) (I)Experience of the production of a set of statutory accounts (F) (I) (R) Experience of undertaking VAT returns (F) (I) (R)Experience of developing policies for financial performance monitoring (F) (I) (R)Experienced user of Microsoft office suite with advanced excel skills | Experience in the application of International Financial Accounting Standard (F) (I) (R)  |
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| **REQUIREMENTS** | **ESSENTIAL**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE**Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
| **Skills, abilities, knowledge and competencies** | An understanding of Academy accounting and funding regimes (F) (I)Technical experience in using accounting techniques to interpret data and financial regulations (F) (I)Ability to deliver services and systems (F) (I)In depth knowledge and understanding of schools financial management (F) (I) (R)Understanding of the Academy agenda with particular reference to the financial aspect (F) (I)Good written and verbal presentational skills (F) (I)Ability to work to deadlines with accuracy (F) (I) (R)Good written and verbal presentation skills (F) (I)Influencing Skills (F) (I) | An understanding of current financial issues affecting Academies (F) (I) |
| **General competencies** | Ability to deal with people tactfully and diplomatically (F) (I)Ability to find solutions (F) (I)Flexible approach to work to ensure statutory deadlines are met (F) (I) (R) Adaptable and resilient  |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

Please note all appointments within Extol Multi Academy Trust are subject to a declaration of medical fitness by the Trusts Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.