# **PERSON SPECIFICATION: ACCOUNTING TECHNICIAN POST REFERENCE:**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Sound general education, incl. Mathematics & English GCSE (or equivalent) (F)  Full Association of Accounting Technicians Level 4 qualification or equivalent (F) | Institute of Leadership and Management Level 4 Diploma in School Business Management (F)  CIPFA Certificate in Financial Reporting for Academies (F)  Full Member of AAT (F) |
| * **Work or other relevant experience** | Recent and significant experience working in the field of finance and accountancy. (F,I,)  Knowledge of financial and accounting policies and regulations e.g. VAT and HMRC (F,I,)  Experience of contributing to the development of financial policies and procedures (F, I) | Experience of working in a finance environment (F,I)  Previous financial experience within an educational environment (F,I,) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Computer literacy and numeracy skills. (F,I)  Good standard of practical knowledge and skills with experience in financial and administrative work including supervisory responsibilities (F,I,)  Able to communicate clearly, both verbally and in writing. (F,I,)  Knowledge of Microsoft Office and other office applications (F , I)  Advanced Microsoft Excel skills (F, I)  Practical working knowledge of a recognised accounting software tool (F,I,)  Ability to work with minimum supervision (I)  Ability to deliver services and systems (F, I)  Ability to give attention to detail. (F,I)  Good organisational skills (F,I,) | tieodeo  Knowledge of Integra Financial Management System. ( F)  Ability to deal with strong personalities (F,I,)  Knowledge of employment legislation (F,I,)  Knowledge of Academy accounting and financial regulations and the Academies Financial Handbook (F,I,)  An understanding of the current financial issues affecting Academies (F, I) | |
| * **General competencies** | Good written and verbal presentation skills (I)  Ability to deal with people tactfully and diplomatically (I)  Able to demonstrate ability to complete work accurately within demanding deadlines. (F,I)  Self motivated and enthusiastic (F,I,)  Ability to work as an individual and as part of a team (F,I,)  Solution focussed and open minded approach to new ideas, approaches and challenges (F,I,)  A commitment to continuing personal development (F, I)  Flexible approach to work to meet the needs of the service at peak times of demand (F, I) | Experience working as part of a team. ( F,I)  Willingness to travel between Trust sites (F,I,) | |
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