

PERSON SPECIFICATION

Finance Business Partner

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
Accountancy/Finance qualification, minimum AAT or equivalent experience	X		Application
Degree or equivalent		X	
Commitment to continuous professional development	X		
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Knowledge & Experience	Essential	Desirable	
Proven experience in financial management, management accounts, and budget setting/monitoring	X		Application Interview Task

Experience of working in a business partnering type role, providing financial advice and analysis to non-finance colleagues	X		
Experience of preparing and presenting management accounts and financial reports	X		
Experience of balance sheet reconciliations, payroll oversight, and statutory financial returns (e.g, VAT)	X		
Experience of working to tight deadlines and delivering results	X		
Experience of managing large and complex budgets	X		
Good understanding of forecasting income and expenditure for future periods	X		
Experience of management accounting in Academies or an education setting		X	
In depth knowledge of academies grant funding and income recognition in accordance with the charities SORP		X	
Knowledge of the Academies Trust Handbook and Academies Accounts direction		X	
Skills	Essential	Desirable	How Identified
Ability to accurately process and evaluate large volumes of financial information	X		Application Interview Task
Computer literate with an in-depth working knowledge of Microsoft Excel, Word and Outlook	X		
Excellent organisational, financial and analytical skills	X		
Ability to use initiative and work autonomously	X		

Excellent communication and interpersonal skills, including tact and diplomacy	X		
Ability to maintain confidentiality	X		
Leadership and people management skills	X		
Equal Opportunities	Essential	Desirable	How Identified
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	X		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	X		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	X		Application Interview Task
Demonstrates up to date knowledge of relevant legislation and guidance in relation to working with young people		X	