



Person Specification – School Management Accountant		
	Essential Criteria	Desirable Criteria
Education/ Training	<ul style="list-style-type: none"> ▪ Qualified, part qualified or qualified by experience accountant 	
Experience	<ul style="list-style-type: none"> ▪ Experience of financial reporting to senior leaders ▪ Proven working experience as an effective management accountant or similar role ideally within a school environment ▪ Experience of providing effective and constructive challenge to budget holders ▪ Experience of using financial and other systems ▪ Previous Line Management experience 	
Knowledge/ Skills/Abilities	<ul style="list-style-type: none"> ▪ Ability to implement strategy along with leadership skills ▪ Extensive experience of budgetary control and associated financial duties ▪ Excellent numeracy and literacy skills ▪ Ability to work methodically, managing a heavy and challenging workload, prioritising work to meet tight deadlines ▪ Excellent ICT skills and use of appropriate technology ▪ Competence to build and effectively manage interpersonal relationships at all levels of the company ▪ A proactive approach ▪ Ability to write bids for funding applications ▪ Willingness to constructively challenge the work of self and others to continually improve own and team performance. ▪ Expert knowledge of financial management ▪ Excellent attention to detail ▪ Effective communication and interpersonal skills ▪ Ability to communicate a vision and inspire others ▪ Excellent record keeping skills, accuracy and attention to detail ▪ Ability to work with due regard to confidentiality, data protection and safeguarding at all times 	<ul style="list-style-type: none"> ▪ Familiarity with school systems ▪ Experience of dealing with suppliers, contractors, LA officers and Governors.

	<ul style="list-style-type: none"> ▪ Able to work on own initiative and effectively as part of a team ▪ Be able to deal with regular interruptions ▪ Promote a positive working environment ▪ Ability to work under pressure against changing priorities and competing demands 	
Qualities/ Attributes	<ul style="list-style-type: none"> ▪ Commitment to ensuring the safety and welfare of children ▪ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ▪ Ability to work under pressure and prioritise effectively ▪ Commitment to safeguarding and equality ▪ Embraces change well ▪ Deals with difficult situations effectively ▪ Emotional resilience in working with young people ▪ Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction ▪ Approachable and empathetic ▪ Organised and resourceful 	
Other Requirements	<ul style="list-style-type: none"> ▪ Operate with the highest standards of personal/professional conduct and integrity ▪ Commitment to upholding and promoting the ethos and values of the school ▪ Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the school ▪ Willingness to undertake relevant training and identify own development needs ▪ Committed to ongoing CPD and Professional development ▪ Satisfactory enhanced DBS disclosure and barred list check to work in an environment dealing with young people. ▪ Ability to form and maintain appropriate relationships and personal boundaries with children, young adults and adults ▪ Knowledge, understanding and commitment to equality, diversity and inclusion. 	