

Person specification

Job title: Finance Consultant

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	<ul style="list-style-type: none"> • Excellent IT Skills e.g. Microsoft Office (Excel, Word and Publisher) • Experience of working in finance related role • Financial acumen, with the ability to communicate this to a variety of audiences in a professional manner • Knowledge of computerised finance packages. Ability and discipline to learn and adapt to new systems • Knowledge of budget setting, month end, year-end procedures and aspiration to continually build upon expertise 	<ul style="list-style-type: none"> • Knowledge of Schools' computerised financial systems – PS Financials, RM Finance, SIMS FMS, Civica, RM accounts. • Have worked within an LA or Schools or Academies setting • Ability to demonstrate experience in Schools' finance. • Knowledge and understanding gained of the academy conversion process • Knowledge and understanding of requirements for licensed deficits • Experience in year-end and month end returns and procedures 	A/I
Qualifications/ Training	<ul style="list-style-type: none"> • Good standard of education; Minimum. 5 GCSEs or equivalent, including English & Maths 	<ul style="list-style-type: none"> • Evidence of or working towards a formal financial qualification e.g. AAT, ACCA, CIMA, CSBM, DSBM, ADSBM or detailed experience of working in an education finance role. 	A
Specialist Skills /Aptitudes	<ul style="list-style-type: none"> • The ability to work within a team and manage own time effectively • A high level of communication and influencing skills and the ability to use these in a variety of situations • A good problem solver who can energise themselves • Ability to interrogate data to establish errors and correct accordingly 	<ul style="list-style-type: none"> • Team management experience/supervisory experience • An ability to train others (as a group and one to one) and also to lead and facilitate learning • Create Business and networking Partnerships 	A/I

Disposition/ Attitudes	<ul style="list-style-type: none"> Professional, friendly and approachable manner Commitment to personal development Ability to build and sustain relationships Resilient and adaptable to changing situations and circumstances 	I
Working Arrangements	<ul style="list-style-type: none"> Willingness to travel to and work in a variety of locations as required Willingness to work outside office hours as required Willingness to work remotely if required 	A
Other Criteria	<ul style="list-style-type: none"> Willingness to undertake a DBS check 	A