

Person specification

Job title: Senior 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) Have worked within an LA or Schools or Academies setting Highly experienced within the Education Finance sector Sound financial expertise, with the ability to communicate and clarify complex financial issues to Headteachers, Governors and Bursars Detailed knowledge of schools computerised financial systems | <ul style="list-style-type: none"> Detailed knowledge of Schools' computerised financial systems – RM Finance, SIMS FMS, Corero, Integris Finance Ability to demonstrate experience in Schools' finance | Application Form Interview |
| Qualifications / Training | <ul style="list-style-type: none"> Good standard of education; i.e. 5 GCSEs or equivalent, including English & Maths | <ul style="list-style-type: none"> Possession of or working towards a formal financial or similar qualification e.g. AAT, ACCA, CIMA, CSBM, DSBM | Application Form |
| Specialist Skills/ Attitudes | <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 An ability to train others (as a group and one to one) and also to lead and facilitate learning | <ul style="list-style-type: none"> To have undertaken a structured RM and/or FMS training programme Team management experience / supervisory experience | Application Form Interview |

- Business Partnerships
- Good problem solver who can energise themselves

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| Disposition / Attitudes | <ul style="list-style-type: none"> • Professional, friendly and approachable manner • Commitment to maintain a current knowledge of the financial environment • Commitment to personal development • Ability to build and sustain relationships • Resilient and adaptable to changing situations and circumstances | Interview |
| Working Arrangements | <ul style="list-style-type: none"> • Willingness to travel to and work in a variety of locations as required | <ul style="list-style-type: none"> • Willingness to work outside office hours as required <p>Application Form</p> |
| Other Criteria | <ul style="list-style-type: none"> • Willingness to undertake a DBS check | Application Form |