

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

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