



## IRONSTONE ACADEMY TRUST

### Person Specification

	Essential	Desirable
<b>Education / Training:</b>	<ul style="list-style-type: none"> <li>• Minimum GCSE (or Equivalent) grade C in Maths and English.</li> <li>• Part/Fully Qualified Accounts (AAT L4/ACCA/CIPFA/CIMA etc.)</li> <li>• Commitment to undertake additional training to address any gaps in knowledge.</li> <li>• Ability to drive or otherwise travel to schools within the Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a finance role within the education sector.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Good knowledge and experience of the financial regulations and accountancy standard relevant to the academy sector.</li> <li>• Experience of accounting for VAT</li> <li>• Experience of preparing financial accounts</li> <li>• Experience of assisting with the completion of budgets and Medium-Term Financial Planning</li> <li>• Maintaining accurate financial records using both manual and electronic systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using PSF Financials and Access Budgeting.</li> </ul>
<b>Skills and Ability</b>	<ul style="list-style-type: none"> <li>• Competent on Microsoft Excel</li> <li>• Ability to analyse and interpret complex information</li> <li>• Ability to manage own work effectively</li> <li>• Strong numerical and analytical skills</li> <li>• Excellent communication skills</li> <li>• Ability to communicate effectively to non-finance stakeholders</li> <li>• Flexible approach to changing work tasks and prioritising to specific needs</li> <li>• Ability to challenge decisions appropriately</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• A high level of confidentiality.</li> <li>• Excellent diplomacy.</li> <li>• Commitment to a high standard</li> <li>• Commitment to team work</li> <li>• Friendly and outgoing</li> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility and willingness to continue professional learning and undertake additional training.</li> </ul>

**Flexibility:** Please note that in some cases particular duties and responsibilities are difficult to predict and may vary from time to time. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and where necessary, interchange these to meet the needs and demands of the organisation. Such a requirement will enable the post holder's skills to be maximised to the mutual benefit of IAT and employee.

**Review:** All post profiles will be reviewed regularly as part of individual and organisational development and performance reviews and set in the context of the Trust's vision, aims and current improvement plan and may be subject to variation.