



ACCOUNTING TECHNICIAN PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE
Essential
AAT or similar
Minimum 5 GCSE's (A-C) or equivalent, including English and Maths
Minimum of 3 years' experience in financial administration
Desirable
Experience in financial administration in an academy or school or charity/not-for-profit organisation
RELEVANT SKILLS AND KNOWLEDGE
Essential
Excellent numeracy skills
Accounting experience, including posting journals and preparing reconciliations
Effective use of IT packages, including finance software and Microsoft Excel spreadsheets, databases and internet systems
Good written and verbal communication skills
Excellent organisational skills
Desirable
Experience of Sage and ParentPay
Experience of the finance function within an academy setting
Understand VAT legislation and compliance
Demonstrate experience of supporting management
PERSONAL ATTRIBUTES
Essential
Ability to work constructively as part of a team, understanding school roles and responsibilities
Excellent attention to detail with an ability to work accurately and exercise initiative, judgement and solve problems
Commitment to the importance of confidentiality and the requirements of GDPR
Ability to show initiative and prioritise own work and that of others to meet competing deadlines
Display resilience and the ability to manage in high pressured environments
Ability to work flexibly, adopt a 'hands on' approach and respond to unplanned situations
Ability to identify own training and development needs and work to address these
Ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner
Self-motivated and passionate about the delivery of quality service
Commitment to the highest standards of child protection
Recognise the importance of personal responsibility for health and safety
Commitment to the Trust's ethos, aims and its whole community
Willing to embrace change
Personal capacity to deal directly and thoroughly with problems and to see them through in a detailed and complete manner
Commitment to upholding the Trust's vision and values
Demonstrate professional and personal integrity
Commitment to inclusion and the right for all to fulfil their potential