

## Finance Lead - College

### Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

<b>Qualifications</b>	<b>Priority</b>
Qualified CCAB qualifications (Part-qualified or AAT Qualified will be considered) or equivalent.	1
 <b>Abilities, Skills &amp; Knowledge</b>	
Demonstrate significant accounting experience, including costings, financial management and control.	1
Up to date knowledge of relevant funding policies and regulations for funding streams relevant to both the College, to include but not limited to: High Needs/SEND funding, 16-19 funding, Apprenticeship, Traineeships and Adult Education Budget (AEB)	2
Good understanding of working within the education sector and knowledge of national priorities and issues	1
Ability to prepare and present financial reports	1
Experience of managing or supervising a team.	1
Ability to communicate effectively with staff at all levels throughout the College/Academy Trust, and evidence of forming strong partnerships with Local Authorities, funding bodies and other agencies.	1
Strong negotiating skills	1
Proficient in Excel and other Microsoft packages.	1
Use of Resource financial package or similar.	1
Ability to carry out financial monitoring and budget setting.	1
Excellent organisational skills.	1
Effective communication in writing and verbally.	1

Ability to provide excellent customer service.	1
Discretion in handling confidential data.	1
Ability to work as part of a team.	1
Ability to use initiative and manage own workload.	1
Ability to work under pressure to meet deadlines whilst maintaining accuracy.	1
Flexible and adaptable to change in the environment of work.	1
Knowledge of current educational issues.	1
A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other OHC&AT policies.	1