



HISP Multi Academy Trust Person Specification Trust Finance Manager

Salary:	HCC Pay Scale F (£33,652 - £37,875) depending on relevant experience
Hours:	37 hours per week, Monday to Friday
Contract:	Permanent
Holidays:	25 days per annum plus banks holidays
Location:	Across the Multi Academy Trust as is required
Responsible to:	Chief Financial Officer
Responsible for:	A team of 4 Finance Assistants

Priorities

- To contribute to the effective running of the Trust providing financial and administrative support under the direction of the Chief Financial Officer (CFO)
- To Provide effective and efficient management of the day to day Trust finance function including payroll
- To support the Chief Finance Officer in ensuring Best value for money is achieved

Qualifications & Training

Essential

- Professional finance or finance related qualifications at graduate level (i.e. ACA, ACCA, CIMA, CIPFA, MAAT or equivalent)

Experience

Essential

- Post qualifying experience and in-depth professional knowledge acquired through experience
- Experience managing significant financial resources with a good appreciation of relevant regulatory frameworks
- Familiarity of financial processes and procedures

Desirable

- Currently working in an Academy or MAT
- In depth knowledge of statutory requirements, procedures and regulatory requirements relating to academies

Skills and Knowledge

Essential

- High level of IT competence, literacy and numeracy skills
- High level of accuracy and attention to detail

- Clear analytical skills to allow the exploration, evaluation and interpretation of information
- Strong people management skills and the ability to inspire and challenge colleagues
- Capacity to work under pressure to meet deadlines and organisational priorities
- Highly adept and demonstrable organisational skills.
- Excellent proficiency and working knowledge of standard IT applications, especially Excel.
- High level of accuracy and attention to detail and an ability to prioritise workload and deadlines.
- A conscientious self-starter, demonstrating a “can-do” positive attitude.
- Good written and oral communication skills.
- Ability and confidence to provide appropriate information and guidance where required
- Ability to form and maintain appropriate working relationships
- Understanding of the sensitivity of payroll information and employee records, and of the need for confidentiality in all written and oral communications.
- Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options

Desirable

- Experience of using and supporting others in the use of financial software packages
- Commitment to own personal development and to that of those they manage
- An awareness of data protection guidance
- Understanding of safeguarding, health and safety, and other training to be undertaken.
- Additional IT skills.
- Informed knowledge of the education sector and finance issues specific to education.

Personal Attributes

Essential

- Flexibility to manage a varied workload with competing priorities.
- Well-developed interpersonal skills enabling effective relationships to be built with a wide variety of people.
- Ability to maintain high standards of work whilst remaining calm under pressure.
- Articulate, enthusiastic, and well organised.
- A personable manner, and a methodical approach.
- Highest levels of professional and personal integrity, and an understanding of the need for personal boundaries with children and young people.
- Excellent time management skills, punctuality and attendance.
- Ability to work as part of a team
- Strong persuasive and influencing skills with the ability to communicate clearly and confidently
- Commitment to:
 - ensuring equal opportunities in the workplace
 - safeguarding and promoting the welfare of young people

Desirable

- Evidence of continuing professional development
- Willingness to seek advice when appropriate and build networks

Other

Essential

- Understanding of the critical importance of child protection and safeguarding
- Successful completion of DBS and all other pre-employment checks

