## Assistant Management Accountant

**PERSON SPECIFICATION**  
**October 2019**  
**Salary range: (£26,999-£33,799)**

### Assessment focus: - blue shading

1. Written application  
2. Documentary evidence  
3. Interview process  
4. References

### EDUCATION AND PROFESSIONAL QUALIFICATIONS

**NB Full regard must be paid for overseas qualifications**

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<th>Essential/Desirable</th>
<th>Assessment focus</th>
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- Part qualified accountant (ACA/CIMA/ACCA)
  - Essential

### EXPERIENCE AND KNOWLEDGE

- At least 3 years’ experience working in a finance department  
  - Essential
- Experience of Microsoft office, including word, excel and outlook.  
  - Essential
- Experience using finance software and the ability to learn new finance software  
  - Essential
- Experience of monitoring and reporting on finance data generated from within a finance system  
  - Essential
- Experience of preparing management accounts  
  - Desirable
- Experience of budgeting / forecasting process  
  - Desirable
- Previous experience of working in the education sector  
  - Desirable

### SKILLS

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- Ability to organise own workload and keep to tight deadlines  
  - Essential
- Ability to interpret financial information and present for non-accountants.  
  - Essential
- Strong interpersonal skills  
  - Essential
- Strong attention to detail and high levels of accuracy  
  - Essential
- Ability to take ownership and responsibility  
  - Essential
- Must demonstrate capability of influencing stakeholders particularly budget managers  
  - Essential
- Professional approach to work and to dealing with various stakeholders  
  - Essential
- Strong written and oral communication skills  
  - Essential
- Ability to develop positive and supportive relationships with external and internal customers, and to provide them with excellent service.  
  - Essential

### PROFESSIONAL AND PERSONAL ATTRIBUTES

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- Commitment to excellence in all aspects of work  
  - Essential
- Willing to undertake job related training  
  - Essential

### OTHER

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- Commitment to best practice in safeguarding and health and safety  
  - Essential

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.*