



## PERSON SPECIFICATION

### Financial Reporting Officer

Category	Essential	Desirable
<b>Qualifications</b>		
GCSE English and Maths (Grade C or above or equivalent)	*	
Part- qualified or working towards a recognised accountancy qualification (e.g. AAT, CIPFA, ACCA, CIMA) or equivalent experience	*	
Training in school financial systems and education sector compliance and reporting		*
<b>Experience</b>		
Experience supporting the preparation and reviewing of financial reports, management accounts, and statutory returns	*	
Experience preparing Balance Sheet reconciliations and posting general adjustments	*	
Experience completing and posting the monthly payroll journals and assisting with payroll checks		*
Experience preparing monthly cashflows forecasts		*
Experience in maintaining a Fixed Assets Register		*
Experience working with finance systems and managing data accuracy	*	
Experience ensuring compliance with financial regulations and reporting standards (e.g., ESFA, DfE)	*	
	*	

Use of Excel (Intermediate) and finance systems for reporting and forecasting		*
Experience within the education sector (school or MAT)		
<b>Skills</b>		
Good knowledge of financial regulations and reporting requirements for schools/academies		*
Understanding of the Academy Trust Handbook		*
Strong analytical skills and attention to detail	*	
Advanced level of IT literacy, especially with Excel	*	
Ability to present financial data clearly to non-financial colleagues	*	
Meticulous attention to detail and accuracy	*	
Familiarity with school finance software (e.g. Sage Intacct, IMP)		*
<b>Qualities &amp; aptitude</b>		
Strong organisational and time management skills, able to prioritise and meet deadlines	*	
Strong communication and interpersonal skills	*	
Discretion and integrity in handling confidential and sensitive information	*	
Proactive, self-motivated, and able to work independently or as part of a team	*	
Commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to ongoing professional development	*	
Flexible and adaptable approach to meet the evolving needs of the trust	*	
Ability to adapt to changing regulations and guidance		

Willingness to travel between trust sites if required	*	
	*	

**Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines. This post is exempt from the Rehabilitation of Offenders Act 1974.**