**Person Specification – Management Accountant**

The Diocese of Norwich Education Services Company are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| **Responsible to** | Deputy Financial Controller |
| **Grade**  | NJC Spine Points 20 - 26 |
| **Hours** | Part Time  |
| **Location**  | Based at Orchard House, East Tuddenham. You may be required to travel to undertake work at academies and sites within the Trusts serviced by the Diocese of Norwich Education Services Company as needed. |

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications**  | * 5 GCSEs (Grade A\* - C / 4 – 9) including English and Maths
* 3 ‘A’ Levels or equivalent
* Level 3+ AAT qualification
 | * Part qualified ACCA/CIMA, (or equivalent) or Qualified By Experience
 | Certificates |
| **Skills and** **Abilities**  | * The ability to communicate financial information coherently and accurately to stakeholders regardless of their level of financial literacy
* The ability to learn quickly and make best use of accounting systems.
* Good problem-solving skills and willingness to take initiative
* Able to follow the Trust’s safeguarding procedures and recognise when to report any concerns
 | * To have awareness, understanding and knowledge of the relevant accounting principles and apply these as appropriate to your work
* Ability to manage own time effectively and efficiently
 | Application Form / Interview |
| **Experience**  | * To have a high level of competency in Microsoft Office software, particularly Excel, and an ability to use formulas and analytical tools within the program
 | * Experience of the Education sector
 | Application Form / Interview |
| **Other requirements** | * A professional role model who is committed to their own professional development
* Able to work calmly under pressure and withstand stress
* Able to work flexibly, and to attend meetings and training as required
 |  | Application Form / Interview |

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| **Person Specification reviewed by: Stephen Beeson, CEO****Date: 2nd September 2024** |