



# Tudhoe Learning Trust

## FINANCE OFFICER

### Person Specification



Category	Essential	Desirable	Method of Assessment
<b>Education, Qualification &amp; Training</b>	<p>Good numeracy and literacy.</p> <p>5 GCSE including Maths and English at Level 4 or above (previously Grade C or above).</p> <p>Part qualified management accountant AAT qualification - willing to develop further.</p>	Fully qualified management accountant - AAT qualification	AF / I
<b>Experience</b>	<p>3 years recent relevant experience of working within a Finance Team.</p> <p>Experienced in the use of Finance IT systems.</p> <p>Experience of administering annual budgeting processes.</p> <p>Experience of managing a high workload.</p> <p>Experience of prioritising and meeting deadlines.</p>	<p>Experience of working within a school or education environment.</p> <p>Experienced in the use of Sage for Education Finance management information software.</p> <p>Understanding of The Academies Financial Handbook.</p>	AF / I
<b>Attitude &amp; Ability</b>	<p>Understanding of the role of the finance function within an organisation.</p> <p>Ability to working independently but also as part of a team.</p> <p>Be adaptable and able to respond to changing conflicting priorities.</p>	Ability to demonstrate an understanding of issues around working children.	AF / I
<b>Personal Attributes</b>	<p>Good communication skills.</p> <p>Able and willing to take part in continuing professional development.</p> <p>Able and willing to travel to any of the Trusts sites within County Durham</p>		AF / I
<b>Other</b>	<p>Part time - term time only 5 morning per week</p> <p>Full driving licence and access to vehicle.</p>		n/a