

Person Specification

Trust Finance Team Leader

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process.

All members of staff employed by MITRE must support and promote the Trust's aims:

1. Raising the aspiration of all within MITRE to achieve the very best for all members of its learning communities.
2. Working within MITRE and with the wider community to design and deliver an inclusive, innovative and stimulating curriculum for children.
3. Creating a culture and environment where safeguarding and wellbeing are paramount.
4. Developing and nurturing a collective approach to raising achievement through appropriate challenge and support and a commitment to early intervention.
5. Providing a teaching and learning environment and culture where all feel safe to take measured risks in order to learn and grow.
6. Equipping and developing all professionals engaged in delivering the curriculum with excellent knowledge and skills, through high quality leadership and management so that we grow highly effective staff at all levels to ensure there is strength across the Trust.
7. Sharing our teaching and learning environments whilst enabling each school to develop its own culture, beliefs and ethos as appropriate within the overall MITRE framework.
8. Maximising opportunities to share outstanding resources that underpin the teaching and learning environments across MITRE.
9. Creating development plans (Trust and school) to support the strategic vision which is agreed, shared and consistently applied across MITRE.
10. Ensuring Church Schools are run in accordance with the principles and practices of the Church of England.

ATTRIBUTES		REQUIREMENTS	
		<i>Essential</i>	<i>Desirable</i>
Education and Training	<ul style="list-style-type: none">• GCSEs to include GCSE Maths and English minimum Grade C or equivalent qualification (W, D)• Relevant qualification in this field e.g. (W)<ul style="list-style-type: none">○ AAT qualified○ part-qualified accountant (ACCA, ACA, CIMA)○ Degree in business and finance		



Experience	<ul style="list-style-type: none"> • Having a leading financial role in a large organisation (W/I) • Processing of financial information such as purchase orders, invoices, credit notes, sales invoice, reconciling bank transactions (W/I) • Sound knowledge of financial processes and necessary controls (I) 	<ul style="list-style-type: none"> • leading a team of finance staff (W/I) • knowledge and experience of the education sector (W)
Skills and Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills (I) • Ability to prioritise tasks, manage time effectively and meet deadlines (W, I) • Ability to complete tasks with a high degree of accuracy (W, I) • Ability to work under pressure (I) • Ability to maintain confidentiality in all aspects of work (I) • Ability to work on own initiative (I) • Ability to work as part of a team (I) • Confident with excel (I) 	<ul style="list-style-type: none"> • Track record of leading and developing a team (W/I)
Personal Qualities	<ul style="list-style-type: none"> • High degree of integrity (I) • Ability to manage own workload and that of a team (I) • Personable, adaptable, customer focussed (I) • Strong commitment to personal development and team development (I) 	
Other Conditions	<ul style="list-style-type: none"> • Set a good example of professional standards and abide by our Code of Conduct (I). • Must satisfy relevant pre-employment checks (D). • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D). 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • Commitment to equal opportunities. (I). • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct (I). 	



	<ul style="list-style-type: none">• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice (I).	
--	---	--

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – **if your written application does not state how you meet the essential criteria, you will not be shortlisted.**