

Brentwood Academies Trust



Person Specification

POST: Accounts Assistant

DATE: 13.12.2018

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	Previous experience in a similar role	E	Application form
	Currently working in a school	D	Application form
	To have AAT qualification or similar	E	Application form
	To have evidence of continuing and recent professional development relevant to the post	D	Application form/Interview
	Multi-academy trust experience	D	Application form/Interview
	VAT experience	D	Application form/Interview
	Understanding of financial regulations and internal control procedures	E	Application form/Interview
	Accounting experience – cash flow	D	Application form/Interview
	Accounting experience – internal audit and annual accounts	D	Application form/Interview

	Not for profit sector/charities commission/SORP experience	D	Application form/Interview
Skills	Ability to communicate clearly and sensitively in writing and orally to a variety of audiences	E	Application form/Interview
	Ability to produce accurate work to tight deadlines under pressure	E	Application form/ Interview
	Good organisational skills and able to manage own time effectively	E	Application form/ Interview
Knowledge	Good to excellent IT skills including Microsoft excel and experience of using accounting/financial software	E	Application form/ Interview