



## WESTMINSTER SCHOOL

### Financial Controller – person specification

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Professional Development	Formal education to at least A-Level (or equivalent)	Yes	
	Degree level (or equivalent) in any discipline		Yes
	Recognised accountancy qualification i.e. ACA; CIMA; ACCA; CIPFA (or equivalent)	Yes	
	Evidence of continuing professional development	Yes	
Knowledge/Experience	Experience of working in a comparative role	Yes	
	Extensive financial accounting and tax experience in roles within a medium/large sized finance function	Yes	
	The management and leadership of a team of staff	Yes	
	Working with and supporting / interacting with senior management teams	Yes	
	Knowledge of Gift Aid, VAT and direct tax within the charity sector or demonstration of the ability to acquire new knowledge in this area	Yes	
	Knowledge of charity finance (SORP for charities)		Yes
	Experience of working with finance systems, specifically iFinance/iSAMs		Yes
	Experience of working in an educational setting		Yes
	An understanding of safeguarding	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity an all aspects of the work	Yes	
Skills and abilities	Customer focused, with the ability to see issues from a stakeholder's perspective	Yes	
	Ability to communicate financial information clearly and effectively to non-financial stakeholders	Yes	
	Ability to understand complex processes and implement improvements	Yes	
	Attention to detail and high level of accuracy	Yes	
	Lead on the implementation and development of new ways of working across a finance team	Yes	
	Lead and coaching a diverse team to success	Yes	
	Excellent communication skills both written and verbal	Yes	
	Proficiency in working with different software applications, including the Microsoft Office suite (Word, Excel, PowerPoint)	Yes	