

Education, Training and Qualifications		
	Essential	Desirable
Good standard of Education, preferably to level 3 or above. Qualifications to include minimum English and Maths qualifications at GCSE grade C/4 or above	X	
Accounting qualification (NVQ 4 or above) or equivalent experience (A/T/I)	X	
Evidence of and commitment to continuing professional development (A/I)	X	
Health and Safety Level 3 or willingness to undertake		X
Estate Management Level 2 or willingness to undertake		X
Experience, Knowledge and Skills		
Recent experience in an office role preferably within a school or educational environment (A/I)	X	
Experience of line managing a team		X
Experience of managing budgets		X
Ability to demonstrate excellent financial and accounting skills (T/I)	X	
Knowledge of Academy funding and familiarity with the Academies Financial Handbook (A/I)		X
Experience of managing and developing financial systems, such as SIMS FMS or similar (A/I)	X	
High degree of proficiency with Excel (A/T)	X	
Experience of maintaining accurate records to meet audit and regulatory requirements (A/I)	X	
Understanding and knowledge of issues facing academies and the administrative provision they necessitate (I)		X
High standards of accuracy and organisational skills (A/I)	X	
Personal Attributes		
Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and influence others through persuasion/discussion (A/I)	X	
Resilience and the ability to work under pressure, good team player (I)	X	
Ability to be self-motivated, flexible and well organised to manage, at times, unpredictable and variable workloads (I)	X	
A passionate commitment to the Energy Coast UTC and the value it will bring to students and the community (I)	X	
Willingness to place a part in relevant training and knowledge (A)	X	
Enhanced DBS Clearance (I)	X	