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|  Portland College | Person Specification |
| Job Title | Advanced Management Apprenticeship Corporate Services |

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| Qualifications | | ✓ |
| Essential | | |
| Chartered Accountant (e.g. CIMA, ICAEW, ACCA, CIPFA) or | | A |
| Desirable | | |
| | | A |
| Key skills | | |
| Essential | | |
| Management of a substantial function (e.g. £3 million +) | | A |
| Strong ICT user | | C |
| Effective people management | | A,I |
| Excellent Communication Skills | | I, C |
| Desirable | | |
| | | |
| Experience | | |
| Essential | | |
| Experience of corporate financial management, financial controls and monitoring | | A,I |
| Desirable | | |
| Senior role for a 'people based' business | | A,I |
| Experience of working at board level (e.g. Charity Trustee, Executive Director or School Governor) | | A,I |
| Knowledge | | |
| Essential | | |
| A strong Finance background | | A |
| Working knowledge of human resource management and employment law | | I,C |
| Desirable | | |
| Project management experience | | I |
| Further Education Funding | | I |
| Adult Services Funding | | I |
| Working knowledge of charity and company law requirements | | I |
| Other personal requirements | | |
| Essential | | |
| Able to work flexibly, in accordance with the needs of the College. | | I |
| Available for 'On-Call' duties, on an occasional basis. | | I |
| Desirable | | |
| Access to a vehicle | | A |

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview