

FINANCE MANAGER PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment*
Education/Qualifications			
AAT intermediate or other accountancy related qualification of same level or qualified by experience	√		AC
A record of Continuing Professional Development	√		ACR
School Business management qualification		√	ACR
Well- developed ICT skills and advanced Excel knowledge	√		AI
Knowledge and Experience			
Sound knowledge of double entry book keeping	√		AIR
Experience of managing significant financial resources with a good appreciation of relevant regulatory frameworks.	√		AIR
Experience of audit processes	√		AIR
Experience of using and supporting others in the use of financial software packages	√		AIR
Experience of using PS Financials		√	AI
Experience of forecasting/budgeting	√		AIR
Experience of managing and developing accounting processes and systems	√		AIR
Knowledge of Academy and/or Charity Accounts		√	AIR
Experience of effective procurement and ensuring value for money	√		AIR
Skills, Behaviours and Qualities			
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently.	√		AIR
Self-motivated with high levels of personal drive	√		AIR
Good leadership skills and ability to inspire and challenge colleagues	√		AIR

The ability to manage effective working relationships with parents, trustees, community members, external agencies and other stakeholders	√		AIR
Clear analytical skills to allow the evaluation and interpretation of information and opinions and utilisation of management information systems with a high level of accuracy	√		IR
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.	√		AIR
Capacity to work under pressure to meet deadlines and organisational priorities	√		IR
Flexibility and the willingness to be adaptable	√		IR

*Method of Assessment

Key: A=Application, I= Interview and Assessment, R=Reference, C=Certificate