

# ST COLUMBA'S COLLEGE PERSON SPECIFICATION

## FINANCE MANAGER

	Essential	Desirable	How Identified
<b>Knowledge / Qualifications</b>			
5 Good GCSEs at Grade C and above including Maths and English	X		Application / Interview
Educated to A Level / Degree Level in a related subject		X	Application / Interview
Professional qualification in accountancy i.e. ACA, ACCA, CIMA or equivalent	X		Application / Interview
School Business Management qualification		X	Application / Interview
<b>Experience</b>			
Significant post qualification experience in a senior finance role, managing the accounting function from end to end	X		Application / Interview / Reference
Experience of Independent School management accounting or Not for Profit sector		X	Application / Interview / Reference
Line management experience of a busy Finance department	X		Application / Interview / Reference
Experience of managing and processing monthly Payroll and administering pension schemes	X		Application / Interview
Preparation of statutory reporting and management accounts, forecasting, finance procedures and internal controls	X		Application / Interview
Production of ad hoc reports and undertake financial analysis	X		Application / Interview
<b>Personal Skills/Qualities</b>			
Excellent interpersonal skills	X		Interview / Reference
Ability to work calmly, effectively and collaboratively with teams across the College	X		Interview / Reference
Excellent communication skills both orally and in writing	X		Application / Interview
Ability and motivation to review and improve practices and procedures continuously	X		Interview / Reference
Ability to be efficient, reliable and resilient under pressure	X		Interview / Reference
Excellent literacy, numeracy and ICT skills (Advanced Excel skills)	X		Application / Interview
Strong analytical skills and logical thinker	X		Interview / Reference
Ability to plan and prioritise own workload, act on own initiative and manage conflicting demands	X		Application / Interview / Reference
Hands on, flexible, adaptable, results orientated and able to forward plan to meet strict deadlines	X		Interview / Reference
Ability to quickly establish positive working relationships and work effectively as part of a team	X		Interview / Reference
<b>Other Requirements</b>			
A commitment to safeguarding and promoting the welfare of students	X		Interview / Reference

Able to show a strong commitment to the ethos of the College and to act as a professional and positive ambassador for the College	X		Interview
Excellent reliability, punctuality and professional conduct	X		Interview / Reference
Commitment to own professional development		X	Application / Interview
Willingness and availability to occasionally work outside of normal office hours to attend relevant evening meetings	X		Interview
Able to undertake all the physical requirements of the post	X		Interview
Willingness to undertake further relevant training and to pass those skills on to other members of staff as appropriate	X		Interview
Able to handle sensitive data with tact and diplomacy and maintaining high levels of confidentiality	X		Interview