

Personal Specification: Finance Manager

	Essential	Desirable	Source
Education and Qualifications			
Accountancy Qualification e.g., experience of working in a busy finance environment AAT / Part Qualified	✓		A
Good general level of education with GCSE or equivalent in English and Mathematics – literate and numerate	✓		A
Willingness and ability to undertake further training, development and qualifications	✓		A I
Experience			
Leadership and management experience	✓		A I R
Experience of supporting / preparing period and year-end financial management reports	✓		A I
Annual budgeting and forecasting experience	✓		A I
Working knowledge of education and/or public sector		✓	A I
Finance systems literacy		✓	A I
Experience of project management		✓	A I
Day to engagement with the business function leads and effective contract management		✓	A I
Line management experience		✓	A I
Skills, Abilities & Competencies			
Excellent organisational & prioritisation skills able to handle multiple tasks to a high standard and deliver work	✓		A I R
Excellent time management skills and ability to remain calm and focussed under pressure	✓		A I
Ability to work in an organised and methodical manner	✓		A I R
Ability to be flexible and respond effectively to the 'unexpected'	✓		A I
Excellent interpersonal skills with ability to communicate with a range of audiences internally and externally	✓		A I R
Develop and maintain good relationships	✓		A I R
Working to deadlines			
Knowledge & understanding			
An understanding of good financial controls, processes and procedures and education funding regime	✓		A I

A = Application, I = Interview, R = References

	Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding within an education setting	✓		A I
	Dealing with managing and processing confidential and sensitive information (GDPR)	✓		A I
	Knowledge and understanding of how an organisation works together i.e., front end services and teaching and learning		✓	A I
Personal Qualities				
	Enthusiasm and personal drive	✓		A I R
	Initiative; common sense and a positive approach	✓		A I R
	Management and organisational skills	✓		A I R
	Ability to work in collaboration with others and improve the work of the team	✓		A I R
	Demonstrate a professional attitude at all times	✓		A I R
	High standards of professionalism and confidentiality	✓		A I R
	Adaptable and flexible	✓		A I R