



## **PERSON SPECIFICATION**

### **Finance Manager**

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**Please provide evidence for the criteria detailed in the Person Specification in the application form or supporting statement.**

## **EXPERIENCE AND KNOWLEDGE**

### **Essential**

- Experience of working in Financial Management in a school, including regular, efficient and detailed monitoring of accounts against spending and budget plans
- Experience of producing management accounts and cash flow reports
- Experience of computerised Financial Systems
- Experience of working in a busy environment with tight deadlines

### **Desirable**

- Experience of using PS Financials
- Experience of budget construction and scenario planning
- Development of procedures and systems
- Development of staff
- Knowledge and/or experience of completing VAT 126 returns

## **QUALIFICATIONS AND TRAINING**

### **Essential**

- Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience
- Professional qualifications in Finance or ability to demonstrate competency through proven experience in a similar role
- Evidence of a commitment to own professional development.

### **Desirable**

- Educational qualifications to A level standard or equivalent and above.
- Professional qualification in finance or accounting, or working towards
- e.g. CIPFA, AAT, ACCA

- School Business Management qualifications e.g. CSBM or DSBM
- Recent relevant in-service training in Finance related areas

## **SKILLS AND ATTRIBUTES**

### **Essential**

- Work to support the aims and ethos of the school
- An enthusiastic and effective team player
- Excellent communication, presentation and ICT skills
- Experience of working with numerical data and the ability to produce accurate and detailed statistical analysis and reports
- Ability to work strategically and collaboratively
- Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales
- High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for confidentiality
- Resilience and the ability, under pressure, to manage stress levels and to maintain professionally detached and balanced judgement
- Ability to work with patience and good humour within short timescales
- Commitment to aspire to excellence both personally and as a member of a team
- Familiarity and proficient use of ICT packages particularly Excel spread sheets.

### **Desirable**

## **KNOWLEDGE AND UNDERSTANDING**

### **Essential**

- Knowledge of financial procedures and practices including detailed budget planning, accounting, benchmarking, ordering, processing and payments, invoicing, operation of bank accounts, inventories, VAT liabilities,

### **Desirable**

- Understanding of charitable status, audit, contracts, tenders and agreements, insurance, financial returns, risk management and loss strategy
- Knowledge of requirements of the Academies Financial Handbook and Annual Accounts Direction.
- Good working knowledge of payroll and pay scales as applicable to school staff