

The Westgate School Finance Manager Person Specification

Qualifications and Training	Essential	Desirable
Valid UK driving licence	✓	
Educated to Level 3 or above	✓	
Hold relevant financial qualification and have knowledge of financial administration	✓	✓
Knowledge	Essential	Desirable
Able to evidence and apply secure knowledge and understanding of:		
Microsoft Word, SIMS, Excel and other appropriate software	✓	
In depth understanding of relevant legislation etc	✓	
EFSA accounts direction and finance procedures	✓	
Concept of best value procurement	✓	
Experience using financial software package ie; Civica		✓
Experience required	Essential	Desirable
Relevant demonstrable experience of working in a management role leading people		✓
Accounting/finance background	✓	
Educational finance experience		✓
Experience of pensions administration/reporting		✓
Skills and abilities	Essential	Desirable
Able to demonstrate evidence of:		
Ability to communicate effectively in English both verbally and in writing.	✓	
Effective ICT and numeracy skills	✓	
Ability to plan, prioritise and organise own work schedule	✓	
Ability to follow and interpret instructions and guidance	✓	
Ability to communicate effectively with adults and students	✓	
Ability to respond to a wide range of complex queries	✓	
Ability to lead and manage a team	✓	
Ability to share knowledge and experience with colleagues and support their development	✓	
Ability to present information and contribute effectively at meetings	✓	
Ability to lead meetings	✓	
Attitude and approaches	Essential	Desirable
The successful candidate will:		
Be able to take on board feedback positively and act on it	✓	
Be approachable, kind and caring with a strong moral compass	✓	
Demonstrate a positive approach with enthusiasm, energy and perseverance and use this to motivate others to achieve their personal best	✓	
High levels of emotional intelligence	✓	
Demonstrate a flexible approach to his/her work	✓	
Be an efficient and highly organised and effective team player	✓	
Able to establish positive and constructive work relationships with all colleagues	✓	

Be self-motivated and committed to high standards	✓	
Able to remain calm and work under pressure	✓	
Create a 'visible presence' in school demonstrating mutual respect	✓	
Understanding of confidentiality and adaptability to respond appropriately to them	✓	
Able to handle difficult situations and people sensitively	✓	
Able to present a positive image of the school	✓	
Ability to promote a healthy work-life balance for staff and oneself	✓	
Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children	✓	
Be required to have satisfactory Enhanced DBS clearance	✓	
Personal Qualities	Essential	Desirable
Enthusiastic	✓	
A good sense of humour	✓	
Cool and calm manner	✓	
Effective speaker	✓	
Kind	✓	
Emotionally intelligent	✓	
Reflective	✓	