



Person Specification

Position: Finance Manager

Essential	Desirable
Qualifications and Experience	
AAT qualified or equivalent	Experience of working in a secondary school environment
Experience of budget setting and monitoring	Knowledge and experience of payroll
Experience of accrual accounting including depreciation	
Evidence of working as a member of a team	
Experience of working in an environment requiring initiative and self-motivation	
Knowledge, Skills and Abilities	
Excellent numerical skills	Knowledge of SORP accounting principles
Excellent working knowledge of Microsoft Excel/Google Sheets	Knowledge of HCCS accounting package or similar accounting package
Ability to organise time, work to deadlines and under pressure	
Excellent organisation skills	
Ability to work as part of a team	
Good interpersonal skills	
Attributes	
Ability to maintain confidentiality	
Ability to remain impartial	
Positive, can-do attitude	
Resilient	
Flexible approach in relation to work	
Possess a positive attitude to personal development and training	