

# Finance Manager

Person specification



**ALEC REED ACADEMY**  
PROUD TO LEARN



## **Knowledge, Qualifications and Experience**

### **Essential:**

- GCSE Grade B or above in Mathematics (or equivalent)
- A-Levels (or equivalent)
- ACCA or CIMA part-qualified; candidates who do not hold accounting qualifications but with significant experience will also be considered
- Experience in a Finance setting
- Accurate and methodical approach to work
- Experience and skilled in analysing numerical data
- IT literate with good proficiency in Excel
- Pro-active self-starter with strong organisational and administrative skills
- Excellent communication skills

### **Desirable:**

- Experience of a Finance setting within an education environment
- Experience of Payroll
- Experience of using iTrent for Payroll
- Experience of leading or significantly contributing to the implementation of a new financial system

## **Skills and Abilities**

### **Essential:**

- High standards of honesty and trustworthiness
- Excellent attention to detail and strong problem solving skills
- Ability to work to strict deadlines
- Flexible and able to contribute to changing circumstances and new ideas
- Strong verbal communication skills with a track record of building productive working relationships with key internal and external stakeholders
- Enthusiastic and resilient with the ability to be assertive when necessary
- A strong commitment to own professional development
- A demonstrable commitment to equality of opportunity
- Able to demonstrate high standards of customer service
- A team player and flexible
- The ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy