

Person Specification

Job Title: **Finance Manager**

General heading	Essential requirements:	Desirable requirements:	Evidenced
Qualifications	Good general education, with GCSEs (or equivalent) at Grade C or above in English and Maths.	Appropriate financial qualification (achieved or working towards)	Letter of Application
Experience	Working in a financial environment 2 years+ Experience in budget monitoring/sound financial management	Knowledge of Academies Accounts Direction/Charity SORP. Experience of effectively supervising and supporting staff. Experience of managing change and implementing new systems/procedures/controls. Experience of PS Financials, Tucassi, Sage, Academies/schools	
Skills/ Knowledge	High level of accuracy and attention to detail Excellent IT skills, in particular Excel (including formulae) Use of PS Financials Accounting/Sage Payroll or similar financial packages. Understanding of financial regulations and procedures		Interview
Personal Characteristics	Ability to work as part of a team Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of people/stakeholders. Ability to remain calm under pressure. Ability to maintain strict confidentiality. Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously	Evidence of continuing professional development Willingness to seek advice when appropriate and build networks.	References
Other	Excellent punctuality and attendance. Successful completion of DBS and other employment checks		