**Cluster Finance Manager – Person Specification**

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| **Job Title: Cluster Finance Manager – Salford** |
|  | Essential | Desirable |
| **Education and Qualifications** |
| A degree or other relevant qualification - ideally in accountancy, business management or a related discipline |  | X |
| A school business management/financial qualification or a commitment to completing one |  | X |
| Evidence of continuous Professional Development | X |  |
| **Experience** |
| Successful leadership and management experience in a school, or in a relevant field outside education | X |  |
| Line management experience | X |  |
| Contributing to staff development | X |  |
| Involvement in self-evaluation and improvement planning | X |  |
| Experience of producing a variety of financial reports | X |  |
| Able to present complex financial data and to evaluate, clarify and explain to Governors and colleagues the financial procedures | X |  |
| Experience of tendering for supplies and services |  | X |
| Experience of completing applications to secure funding |  | X |
| Successful experience in premises’ management |  | X |
| Experience of project management |  | X |
| Previous experience of working in a school or educational setting / Working with children or young people |  | X |
| **Professional Knowledge** |
| Expert knowledge of financial management | X |  |
| Competence in the use of ICT relevant to the post | X |  |
| Knowledge of financial standards, governance and regulations as outlined in the Academies Financial Handbook. |  | X |
| Understanding of data protection and confidentiality | X |  |
| **Personal Attributes** |
| Excellent attention to detail | X |  |
| Effectively analyse, prioritise and action plan | X |  |
| Willingness to accept the demands and challenges of the post and respond in a flexible and approachable manner | X |  |
| Able to work under pressure and manage own workload and commitments through excellent time management skills | X |  |
| Effective communication and interpersonal skills | X |  |
| Ability to communicate a vision and inspire others | X |  |
| Ability to build effective working relationships with staff and other stakeholders | X |  |