



FINANCE MANAGER PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
Qualified accountant (ACA, ACCA, CIMA) or qualified by significant relevant experience	✓	
Experience/Knowledge	Essential	Desirable
Experience of supporting year-end accounts preparation and external audit processes	✓	
Experience of presenting financial information to non-financial stakeholders	✓	
Experience of producing monthly management accounts and variance analysis		✓
Experience of budgeting, forecasting and financial planning		✓
Experience of working with complex financial systems and large datasets		✓
Experience of supervising or managing staff		✓
Experience of business partnering with departmental managers and budget holders		✓
Experience of working within an independent school, educational setting or charity		✓
Knowledge of charity accounting and the Charities SORP		✓
Skills/Abilities	Essential	Desirable
Excellent financial analysis and problem-solving skills	✓	
Ability to explain financial information clearly to non-finance colleagues	✓	
Strong organisational skills with the ability to manage multiple priorities and deadlines	✓	
Excellent attention to detail and commitment to accuracy	✓	
Ability to work effectively in a busy team environment	✓	
Advanced Microsoft Excel skills and strong IT literacy	✓	
Project management and process improvement skills		✓
Experience of finance systems used within schools		✓
Personal Attributes	Essential	Desirable
Professional, approachable and collaborative manner	✓	
Proactive and solutions-focused approach	✓	
Commitment to delivering high standards of customer service	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Positive attitude and willingness to support wider School activities where appropriate	✓	

