



Job Title: Assistant Finance Manager

Grade: 11

Qualifications	Essential	Desirable
Educated to A Level or equivalent	✓	
Extended experience in the field	✓	
Part Qualified (CIMA, ACCA, ICAEW or similar) or working towards it		✓
Strong track record of continuous professional development	✓	
Experience		
Knowledge and experience of the financial regulations and accounting standards relevant to academy schools	✓	
Knowledge and experience of preparing financial accounts and related information in accordance with all regulations and standards relevant to academy schools	✓	
Experience of accounting for VAT	✓	
Experience of working positively with non-finance stakeholders and partners	✓	
Experience of working in a high performing organisation and applying a continuous improvement philosophy	✓	
Experience of producing accurate financial reports within tight deadlines	✓	
Skills		
Excellent written and verbal communication skills	✓	

Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Setting priorities and managing workloads effectively	✓	

Ability to interpret complex data and report and act on it	✓	
Excellent ICT skills	✓	
A proven ability to successfully manage all resources effectively		✓
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters	✓	
A strong commitment to personal development for all staff including themselves	✓	
Ability to work on own initiative in an organised and methodical manner to meet tight deadlines	✓	
Resilience under pressure	✓	
Other		
Satisfactory DBS check	✓	

POLICIES AND EXPECTED STANDARDS The post holder must meet all safeguarding requirements, including an enhanced DBS check and Safer Recruitment training. They must adhere to the Trust's Code of Conduct and all professional standards at all times.