AYLESFORD SCHOOL
WARWICK

Person Specification – Finance Manager

Attributes	Essential	Desirable
Qualifications and Training	• Degree level or relevant accountancy qualification (AAT or equivalent) • Experience of working in finance management role at an appropriate level.	• CCAB Accountancy Qualification (CIMA preferred)
Experience and Knowledge	• Experience of working within a finance function at a supervisory level and providing financial information to finance and non-finance officers at all levels • Experience of working in an education setting • Managing school finances and budgets • Understanding of the Academies Trust Handbook • Experience of producing management accounts, budgets, balance sheets and cashflow projections • Knowledge of financial management requirements in a company environment • Evidence of continuing professional development, keeping up to date with current regulations and opportunities. • Experience of dealing with the complexities of multiple funding streams.	• Line management experience • Knowledge of school agencies and funding streams • Knowledge of and practical experience using finance management systems (Xero/ApprovalMax /XfE) • Experience of managing restricted funds and understanding the importance of managing timebound and/or specific grants and income streams. • Experience of working with external auditors to fulfil annual audit requirements.
Skills and Attributes	• Excellent numerical analysis skills • Pragmatic and analytical approach to problem solving and an ability to interpret complex data. • High standard of accuracy • Ability to organise time and workload to specified deadlines • Ability to manage and lead a team • Ability to adhere to confidentiality both in and outside of the School environment • Strong IT skills and the ability to work efficiently with Microsoft 365 software, especially Excel • Ability to explain financial information to non-financial specialists • A sound knowledge of budget management and accounting techniques	• An awareness and understanding of safeguarding • Experience of MIS systems
Professional & Personal Qualities	• Commitment to excellence in all aspects of work • A professional approach supported with a due regard for discretion and the need for high levels of confidentiality • Excellent organisational and time-management skills • Willingness to work flexibly to suit the business requirements and deadlines • Enhanced DBS Clearance	• An awareness and understanding of key school policies

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.