

Finance Manager – Job Specification

Qualifications & Training

Requirement

Appropriate financial/accounting qualification (AAT, ACCA, CIMA) or equivalent

Evidence of continuous professional development in finance or school business management

First Aid trained (or willingness to undertake training)

Essential / Desirable

Essential

Desirable

Desirable

Assessment Method

Application

Application / Interview

Application

Experience

Experience of managing day-to-day financial operations (e.g., reconciliations, budget monitoring, reporting)

Experience working in a school-based, fast-paced office, dealing with financial aspects of school life

Experience preparing and monitoring school budgets linked to School Development Plan priorities

Experience ensuring compliance with statutory financial regulations (DCSF/LA requirements)

Experience administering payroll and personnel financial processes

Experience negotiating contracts, tenders or service-level agreements

Experience generating additional income (e.g., lettings, funding streams)

Experience in bid writing and sourcing funding opportunities

Essential

Essential

Essential

Essential

Essential

Desirable

Desirable

Desirable

Application / Interview

Application / Interview

Application / Interview / Task

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Application / Interview

Knowledge & Skills

Strong working knowledge of financial regulations relevant to schools

Essential

Application / Interview



High level of numeracy and accuracy in financial work	Essential	Application / Task
Ability to prepare, interpret and present financial reports for senior leaders and governors	Essential	Application / Interview / Task
Computer literate with up-to-date knowledge of current hardware and software packages	Essential	Application
Skilled in setting up and managing databases, spreadsheets and word processing documents	Essential	Application / Task
Understanding of long-term financial planning and business management in a school setting	Desirable	Interview
Knowledge of income maximisation strategies for schools	Desirable	Interview

Personal Qualities

Friendly, warm and welcoming manner when dealing with staff, pupils, parents and external partners	Essential	Interview
Team player with the ability to work collaboratively across the school	Essential	Interview
Ability to think on own initiative and solve problems independently	Essential	Interview / Task
High level of confidentiality, integrity and professionalism	Essential	Interview
Ability to work under pressure and meet deadlines in a busy school environment	Essential	Interview / Task
Commitment to promoting the school's ethos, values and vision	Essential	Interview

Other Requirements

Willingness to undertake training relevant to the role	Essential	Interview
Ability to work flexibly to meet school priorities	Essential	Interview