

PERSON SPECIFICATION**POST TITLE: FINANCE MANAGER**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> At least 4 years' experience of working in finance/accountancy Be able to demonstrate an understanding of all aspects of management accounts and double entry accounting Working with financial information and presenting information for a variety of purposes and audiences Experience of managing budgets and reporting on budget forecasts Working with people and communicating effectively across schools/departments 	<ul style="list-style-type: none"> Experience of working in the educational sector. Line management experience of a small team 	Application form References Interview
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Formal accountancy qualification (ACA, ACCA, CIPFA, CIMA, AAT) 5 A*-C GCSEs including English and Maths 	<ul style="list-style-type: none"> CIMA / AAT qualification Educated to degree level or equivalent. Evidence of personal commitment to CPD 	Application Form Documentary evidence
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Excellent numeracy, literacy and ICT skills and experience of Microsoft office Ability to maintain confidentiality and have an understanding of Data Protection The ability to analyse data using different systems Capacity to manage own work pressure and meet strict deadlines Be able to work under pressure maintaining a high level of accuracy and attention to detail 	<ul style="list-style-type: none"> Knowledge of safeguarding responsibilities within an educational environment and 'Keeping Children Safe in Education A knowledge of GDPR law A knowledge of the education sector and some of the current issues facing schools. 	Application Form Interview Practical Task
INITIATIVE AND CIRCUMSTANCES	<ul style="list-style-type: none"> Enthusiasm and initiative – along with the ability to be calm and efficient under pressure. Good interpersonal skills and an ability to develop and maintain effective working relationships with all stakeholders. Ability to work independently and manage time effectively. Ability to lead on activities where required and contribute as a team player. Flexibility and adaptive, with a willingness to work outside the normal working patterns if required. Good sense of humour. Full Current Driving Licence and use of a car which is insured for business use 		Application Form Interview References

