

Finance Manager – Person Specification



Essential	Desirable	Evidence
1. Education and Qualifications		
<p>a) Educated to A Level / NVQ level 3 / 4 or equivalent.</p> <p>b) Finance / Bursar qualification or similar accreditation</p>	<ul style="list-style-type: none"> • Degree or equivalent qualification. • Level 1 Safeguarding trained. 	<p>Certificates References</p>
2. Knowledge and Skills		
<p>a) Excellent organisational skills, able to handle multiple tasks and meet deadlines</p> <p>b) Excellent knowledge and use of a range of ICT systems</p> <p>c) Well-developed oral, written and presentation skills.</p> <p>d) Able to understand national & regional educational services and deliver appropriate strategies.</p> <p>e) Understanding of and commitment to high levels of customer care.</p> <p>f) Understanding of and commitment to the Elliot Foundation Academy Trust's Values and Equality and Diversity Policy and how they relate to the duties of the job.</p>	<ul style="list-style-type: none"> • Knowledge and competent use of the following ICT packages: Scholarpack, Google Workspace, Microsoft Office packages • Knowledge and competent use of Iris Financial Planning (IFP) software and PS Financials accounting software. • Knowledge of recent government initiatives affecting academy finance. • Knowledge and understanding of relevant legislation (e.g. academies Financial Handbook, equal opportunities, safeguarding.) 	<p>References Application Form Interview</p>
3. Experience		
<p>a) Experience of writing and managing budgets: can demonstrate financial management expertise and show an appreciation of the challenges facing academy budgeting.</p>	<ul style="list-style-type: none"> • Experience of working in a school / academy setting • Understands line management. • Experience of working in a multi-academy trust in a 	<p>References Application Form Interview</p>

<p>b) Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports.</p> <p>c) Experience of income generation (i.e. sourcing and securing additional funding) and implementing cost saving initiatives.</p>	<p>business management/ administrative role.</p> <ul style="list-style-type: none"> ● Skills in recruiting, coaching, developing and appraising staff. ● Experience of working in a leadership team and influencing at a strategic level. 	
---	---	--

4. Personal Qualities

<p>a) Highly motivated and self-reliant with high standards of professionalism and confidentiality.</p> <p>b) High standards of personal presentation, with an excellent record of attendance and punctuality.</p> <p>c) Capacity to work under pressure to meet deadlines and organisational priorities.</p> <p>d) Adaptable, open to change, and willing to take on challenges with enthusiasm</p> <p>e) Ability to establish and build effective working relationships with colleagues, children, parents and the wider community.</p>	<ul style="list-style-type: none"> ● Project management. ● Change management. ● Willing to undertake additional duties as and when required to ensure the smooth running of the school. 	<p>References Application Form Interview</p>
---	--	--

5. Professional Development

<p>a) Recent evidence of continuing professional development.</p>		<p>References Application Form Interview</p>
---	--	--

Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.