



Melbourn Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

An enhanced DBS check is required for this post.

PERSON SPECIFICATION

Finance Manager

Key Criteria	Essential	Desirable
Qualifications & Training	<p>Educated to A level standard or equivalent</p> <p>English & Maths GCSE or equivalent (Grade 4/C or above)</p> <p>Relevant financial qualification (e.g. AAT Level 3 or above, or equivalent experience)</p> <p>Commitment to ongoing professional development</p>	<p>Recognised accountancy qualification (e.g. ACCA, CIMA or equivalent)</p> <p>Training in school financial management systems</p> <p>HR or payroll-related training</p>
Experience	<p>Experience in financial management, budgeting and monitoring</p> <p>Experience of producing financial reports and forecasts</p> <p>Experience of managing payroll processes or liaising with payroll providers</p> <p>Experience of using financial systems and spreadsheets</p>	<p>Experience working in an educational environment</p> <p>Experience of Local Authority financial procedures</p> <p>Experience of audits, procurement and contract management</p>
Knowledge, skills and abilities	<p>Strong understanding of financial management principles</p> <p>Strong numerical and analytical skills</p> <p>Knowledge of payroll, pensions and statutory</p>	<p>Understanding of safeguarding and safer recruitment</p> <p>Experience in producing meeting minutes and documents of high quality</p>

	<p>deductions</p> <p>Effective communication and relationship-building</p> <p>Ability to present financial information clearly</p> <p>Highly developed IT skills</p> <p>Awareness of confidentiality and GDPR requirements</p>	<p>Knowledge of school funding and Local Authority regulations</p> <p>Understanding of HMRC requirements</p> <p>Negotiation skills</p> <p>Ability to support income generation</p> <p>Strategic planning contribution</p> <p>Familiarity with Keeping Children Safe in Education (KCSiE)</p>
Professional attributes	<p>A good team player with strong personal qualities such as confidence, integrity, caring and positivity with a sense of humour</p> <p>Excellent attention to detail and strong organizational skills</p> <p>Takes a flexible approach to changing priorities and unexpected situations</p> <p>Consistently performs to the best of their ability in accordance with the school's policies and procedures and delivers an efficient and effective service</p> <p>Ability to remain calm and support others in being calm in the face of difficulties</p> <p>Represents the school with integrity, confidentiality and professionalism</p> <p>Resilient, reliable and able to work under pressure</p> <p>Pro-active and solution-focused</p>	<p>Understanding of promoting positive relationships with the wider school community</p>
Other requirements	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Willingness to undertake training</p> <p>Ability to attend occasional meetings and events out of school hours</p>	