

Person Specification

Job Title: Finance Manager

Qualifications	Essential	Desirable
5 GCSE A*-C in English and Maths, or equivalent qualifications	✓	
Accountancy qualification or studying towards one (AAT, ACCA, etc.) and/or qualified by experience	✓	
Experience		
Experience of working in a high performing organisation and applying a continuous improvement philosophy	✓	
Experience of working positively with non-finance stakeholders and partners	✓	
Experience of producing accurate financial reports within tight deadlines	✓	
Knowledge and experience of the financial regulations relevant to academies and how they are practically applied	✓	
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Setting priorities and managing workloads effectively	✓	
IT literate	✓	
Ability to provide guidance, advice and direction to all colleagues to ensure compliance with financial procedures, policies and the Scheme of Delegation	✓	
A personal commitment to inclusion and diversity to ensure the maximum benefits for students and equality in employment and service delivery matters	✓	

A strong commitment to personal development for all staff including themselves	✓	
A proven ability to successfully manage all resources effectively		✓
The ability to motivate staff to ensure high performance		✓
Other		
Satisfactory DBS check	✓	