



William Westley C of E Primary School Finance Manager Person Specification

Qualifications	Essential	Desirable
Educated to GCSE level, including Maths and English or equivalent	✓	
Educated to a good academic level, ideally a finance qualification or appropriate relevant experience		✓
Evidence of ongoing CPD	✓	
Other qualifications (eg.CSBM/DSBM/CIPD membership)		✓
Experience		
Previous experience of office based administrative role	✓	
Experience of budget management		✓
Experience of using Bromcom MIS and Finance package, or other accounting system.		✓
Familiarity with working within a school environment		✓
Skills, Attributes and Knowledge		
Strong written and verbal communication skills	✓	
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Good organisational skills/time management	✓	
Good IT skills and knowledge of Microsoft packages, including Excel	✓	
Appreciation of absolute confidentiality of information	✓	
Understanding and commitment to the safeguarding of young people and vulnerable adults	✓	
Personal Qualities		
Resilience working to tight deadlines	✓	
Flexibility with hours		✓
Integrity, trustworthy, honest and open	✓	

Excellent attendance and punctuality	✓	
Excellent interpersonal skills	✓	
Commitment to supporting the Christian ethos of the school	✓	