



FOUR Cs MULTI ACADEMY TRUST



Person Specification – Trust Deputy Finance Manager

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Full or part ACCA/CIMA/CIPFA/ACA qualified or relevant finance qualification.	✓	
A minimum of 5 GCSEs at Grade C or equivalent including Mathematics and English.	✓	
Degree graduate.		✓
Suitable management qualification.		✓
EXPERIENCE		
Two to three years' experience in a senior finance role.	✓	
Supervisory or management experience.	✓	
Experience of the Finance function in the education sector.		✓
Payroll experience.	✓	
Asset management.		✓
Maintaining accurate financial records using both manual and electronic systems.	✓	
Presenting complex issues and financial information to managers who may have little or no financial expertise.	✓	
Overseeing and completing the accounts and budget preparation processes for submission of information to meet deadlines.	✓	
Monitoring spend against budget, identifying variances and recommending remedial action.	✓	
Completing and submitting year end statutory accounts and returns.	✓	
Managing and reporting on budgets of significant financial value.	✓	
Dealing with complex queries from a wide range of people.	✓	
Successfully and positively managing change.	✓	
SKILLS		
Strong IT skills, including Microsoft Office, (particularly advanced Excel) and accountancy software applications.	✓	
Ability to deal with conflicting priorities and cope with considerable pressure.	✓	
Managing interruptions and conflicting demands and meeting deadlines.	✓	
Strategic planning and effective project management.	✓	
Budget preparation and analysing budgetary information.	✓	
Carrying out formal and informal presentations.	✓	
Analysing and reporting on financial data.	✓	
Checking and auditing payroll, ensuring regulations are met.	✓	
A proven track record of being a confident and motivating leader, understanding the importance of teamwork.	✓	
Effective delegator, able to resolve conflict with equanimity.	✓	
Ability to build relationships with colleagues within school and external stakeholders.	✓	

KNOWLEDGE		
A good working knowledge of financial planning and budget management and the ability to translate these skills into operational and strategic objectives.	✓	
Excellent communication skills, orally and in writing.	✓	
Financial budget planning in the education sector.		✓
An understanding of the Department for Education (DfE) financial handbook and systems.		✓
Knowledge of statutory returns as required by DfE and company / charity legislation.		✓
Pay and conditions for teachers and support staff.		✓
Accountancy and Professional Codes of Practice.		✓
An understanding of the importance of the school within the community and ability to represent the school on and off site.	✓	
DISPOSITION		
Lateral thinking and resilient. Able to stay calm under pressure.	✓	
Accurate with attention to detail.	✓	
Organised and hardworking, able to prioritise work to meet deadlines.	✓	
A team player, with good interpersonal skills, a sense of humour and a flexible approach. Able to work independently or as part of a team.	✓	
Reliable, trustworthy, honest, discrete and confidential.	✓	
Committed to and aware of collective responsibility.	✓	
A personal commitment to lifelong learning and continuous professional development.		✓
A commitment to working within the Trust ethos and within regulations of public bodies.	✓	
Willing to participate in further training.	✓	
Present a positive personal image.	✓	

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.