

**Finance Manager
PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Application Form	Certificates	Selection Process	Reference
Qualifications	Relevant Accounting qualification, such as AAT Level 4 or equivalent	✓		✓	✓		
	School Business Management qualification – CSBM, DSBM, ADSBM		✓	✓	✓		
	Good general level of education with 5 GCSE Level C and above (including Maths and English)	✓		✓	✓		
	Evidence of recent continuing professional development,		✓	✓	✓		
Skills and Experience	At least 24 months experience in a Team management role in a high volume, multi-disciplinary finance function.	✓		✓		✓	✓
	Knowledge and awareness of the School Teachers Pay & Conditions (STPCD) and working arrangements in schools		✓	✓		✓	
	Embedded knowledge and experience of the regulatory and compliance frameworks applying to Trusts and Academies		✓	✓		✓	
	Previous experience of working in an educational finance environment in a multi academy Trust or large academy.	✓		✓		✓	✓
	Knowledge of and the ability to effectively use Microsoft packages with high level excel skills	✓		✓	✓	✓	
	Experience of computerised accounting, payment and budgeting systems. (eg SAGE, BPS Orovia, Wise/Parent Pay/Mail; SIMS	✓		✓		✓	
	Demonstrable capacity to analyse and interpret budgets and financial information	✓		✓		✓	
	Strong numerical skills, with a high level of accuracy whilst paying attention to detail	✓		✓		✓	
	Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently.	✓		✓		✓	✓
	Excellent communication and interpersonal skills and the ability to convey accurate information and respond well to individuals at all levels.	✓		✓		✓	
	Ability to identify own training and development needs	✓		✓		✓	
	Professional approach to duties and presentation.	✓		✓		✓	
The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion.	✓				✓		
Other	Hold a full driving licence.	✓		✓	✓		
	Capacity to work during school holiday periods	✓				✓	
	A helpful, calm and organised manner.	✓		✓		✓	