

Finance Manager

Person Specification

	Essential	Desirable
Qualifications and Experience		
Part-Qualified (ACA, ACCA etc.)	✓	
Strong Excel skills	✓	
Experience of working in an education establishment		✓
Experience of general financial compliance, companies house, hmrc, audit	✓	
Experience of preparing management accounts and budgets/forecasts	✓	
Experience of administering an accounts system	✓	
Excellent literacy and numeracy skills	✓	
Communication		
Ability to write detailed, complex reports, letters etc.	✓	
Ability to exchange complex and sensitive information clearly	✓	
Working with Others		
Ability to establish effective relationships with those working in and with school	✓	
Experience of working with auditors and banks		✓
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships	✓	
Ability to work effectively as part of a team	✓	
Flexible	✓	
Good sense of humour	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to effectively lead, manage and support the work of others	✓	
Ability to plan/manage own time effectively and resolve problems independently	✓	
Able to resolve problems independently	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	