



Person Specification Finance Manager

Criteria	Essential	Desirable
Qualifications	AAT Level 4 qualification or equivalent experience	Further professional accountancy qualifications (e.g. part-qualified ACCA/CIMA)
	GCSE Maths and English (Grade C/4 or above)	
Experience	Significant experience in financial administration or accounting	Experience within a school or public sector setting
	Experience of budget monitoring and financial reporting	Knowledge of school funding structures
	Experience of maintaining strong internal financial controls	Experience of procurement or contract monitoring
	Experience working within a regulated financial framework	Experience of improving financial systems or processes
	Experience meeting cyclical reporting deadlines	
Knowledge & Skills	Strong understanding of accounting principles and budget control	
	Strong Excel and financial systems capability	
	Ability to produce clear and accurate financial reports	
	Ability to present financial information clearly to non-finance colleagues	
	Strong organisational and administrative skills	
	Ability to identify and resolve discrepancies promptly	
Personal Qualities	High levels of integrity and discretion	
	Calm and methodical under pressure	
	Comfortable working within clearly defined professional boundaries and reporting structures	
	Strong attention to detail	
	Able to work within clearly defined responsibilities	
	Professional and collaborative approach	