

Person Specification: FINANCE MANAGER

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent - ideally in accountancy, business management or related discipline • Minimum of GCSE A*-C in English and mathematics or equivalent 	<ul style="list-style-type: none"> • Level 4 Diploma in School Business Management (previously Certificate of School Business Management) • Level 5 Diploma in School Business Management (previously Diploma of School Business Management)
Experience	<ul style="list-style-type: none"> • Successful financial management experience in a school or in a relevant field outside education • Development and operation of financial management systems • Budget management and preparation • Familiarity with the procurement, management and audit of resources • Involvement in school self-evaluation relating to aspects of school financial management • Participation in school improvement planning • Leading individuals with line management responsibilities • Change management • Contributing to staff and organisational development 	<ul style="list-style-type: none"> • Worked in a school or college environment • Strategic planning
Knowledge and Understanding	<ul style="list-style-type: none"> • Knowledge of school financial systems, associated policies and codes of practice, and an understanding of relevant legislation • Knowledge and understanding of the Schools' Financial Value Standard • Knowledge of principles and methods of financial control and reporting • Knowledge of school infrastructure, associated policies and codes of practice, and an understanding of relevant legislation 	<ul style="list-style-type: none"> • Advanced knowledge and understanding of SIMS, FMS and PFM
Skills	<ul style="list-style-type: none"> • Lead and manage the school's financial systems • Proficiency in use of office computer and finance software including word processing, spreadsheets, databases and internet systems • Ability to produce budgetary estimates, reports, cash flow and financial and statistical summaries • Relate well to children and adults, and demonstrate the ability to communicate effectively both verbally and in written form • Manage a variety of competing priorities and meet deadlines • Formulate reports and present them effectively to the Headteacher/Governing Body 	<ul style="list-style-type: none"> • Excellent attention to detail
Personal Characteristics	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Commitment to maintaining confidentiality always • Commitment to safeguarding and equalities 	<ul style="list-style-type: none"> • An ability to innovate