

**PERSON
SPECIFICATION**

JOB TITLE: Finance Manager

**Grade – M6 – M7 (DOE and
Qualifications)**

Key

E= (Essential) D= (Desirable) A= (Application Form) I= (Interview process)

Qualifications		E	D	A	I
1	Qualified or part-qualified accountant actively studying (ACCA/CIMA/CIPFA or equivalent)	✓		✓	✓
2	Diploma in School Business Management (or working towards it)		✓	✓	✓
3	Evidence of continuous professional development	✓		✓	✓
Successful Experience of:		E	D	A	I
1	Financial management including month-end close, reconciliations and balance sheet control	✓		✓	✓
2	Budget planning, financial forecasting, scenario planning and supporting the organisation to deliver a balanced budget.	✓		✓	✓
3	Preparing and presenting financial reports a variety of audiences, including variance analysis, key risks and recommendations	✓		✓	✓
4	Working effectively in a matrix reporting environment with the ability to manage competing priorities and stakeholder expectations.	✓		✓	✓
5	Providing financial advice, guidance and challenge to senior leaders	✓		✓	✓
6	Ensuring compliance with financial regulations, internal controls and audit requirements	✓		✓	✓
7	Financial audit processes (internal and external) and implementing corrective actions	✓		✓	✓
8	Procurement and supporting tendering processes to achieve value for money	✓		✓	✓
9	Overseeing and being accountable for credit control, ensuring income is invoiced promptly and collected on time.	✓		✓	✓
10	Developing and managing corrective action plans to address budgetary concerns with budget holders and agreed timelines	✓		✓	✓

11	Line management of finance team including performance management and development	✓		✓	✓
12	Using integrated finance systems (e.g. Access, PS Financials, SIMS, Arbor etc.) for operational delivery	✓		✓	✓
13	Financial forecasting, cash flow monitoring and financial risk management		✓	✓	✓
14	Working within an educational financial environment, with knowledge of academies and SEN funding		✓	✓	✓
Knowledge and Understanding Able to evidence and apply up to date secure knowledge and understanding of:		E	D	A	I
1	Best practice in financial controls, fraud prevention and segregation of duties	✓		✓	✓
2	Financial regulatory requirements, audit standards and statutory reporting	✓		✓	✓
3	GDPR and confidentiality requirements in relation to financial data	✓		✓	✓
4	Cash flow management, working capital principles and treasury considerations		✓	✓	✓
5	The key financial issues facing schools		✓	✓	✓
6	Academy trust financial compliance and ESFA/DFE reporting frameworks		✓	✓	✓
7	School funding mechanisms including high needs, post-16 and census-based income		✓	✓	✓
Skills		E	D	A	I
1	Strong financial analysis, problem solving and risk management skills	✓		✓	✓
2	Ability to produce clear, accessible reports for non-specialist audiences	✓		✓	✓
3	Excellent communication skills at all levels	✓		✓	✓

4	Ability to work strategically and to seek and implement creative solutions	✓		✓	✓
5	Advanced Excel skills and competent use of financial/accounting packages	✓		✓	✓
6	Ability to handle data and information critically, accurately and effectively	✓		✓	✓
7	Highly effective administrative and organisational skills	✓		✓	✓
8	Resilience, ability to manage competing priorities and meet strict deadlines	✓		✓	✓
9	The ability to establish effective working relationships at all levels within an organisation and outside agencies	✓		✓	✓
10	Ability to work independently and line manage others effectively	✓		✓	✓
11	Ability to interpret funding guidance, financial policies and regulatory frameworks		✓	✓	✓
Personal Attributes Able to consistently demonstrate evidence of:		E	D	A	I
1	Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust	✓		✓	✓
2	Reliability, integrity and professionalism, including always maintaining confidentiality	✓		✓	✓
3	Being committed to maintaining a healthy work life balance for oneself and that of others	✓		✓	✓
4	Passionate about securing best value from the budget for the education of all pupils irrespective of their ability, or ethnic, cultural or social background.	✓		✓	✓
5	Being suitable to work with children and able to always maintain appropriate professional boundaries between oneself and children and other work colleagues.	✓		✓	✓
6	A desire to constantly improve own practice/knowledge through self-evaluation and learning from others	✓		✓	✓

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Ability to build positive relationships and act as a trusted advisor

✓

✓

✓