



Person Specification

Academies Finance Manager

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Professional Accountancy Qualification 		✓
<ul style="list-style-type: none"> Experience at a senior finance level of direct management of budgets 	✓	
<ul style="list-style-type: none"> Proven experience of budget preparation, setting and monitoring and financial forecasting 	✓	
<ul style="list-style-type: none"> Proven experience of preparing and presenting financial and management accounts, reports and data 	✓	
<ul style="list-style-type: none"> Knowledge and experience of operating accounting software systems 	✓	
<ul style="list-style-type: none"> Experience of liaising with auditors and other financial professionals 	✓	
<ul style="list-style-type: none"> Experience of working in a school or academy 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Excellent time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 	✓	
<ul style="list-style-type: none"> Proven ability to liaise with statutory agencies, such as HMRC; EFA; TPA etc. 	✓	
<ul style="list-style-type: none"> Excellent IT skills with a range of software 	✓	
<ul style="list-style-type: none"> Ability to produce clear and well-formatted documents 	✓	
<ul style="list-style-type: none"> Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> Thoroughness and excellent attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work under pressure to prioritise and meet deadlines 	✓	
<ul style="list-style-type: none"> Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work 	✓	



<ul style="list-style-type: none">• Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none">• High expectations of self and others	✓	
<ul style="list-style-type: none">• A team player who is willing to go beyond their own responsibilities to help others at busy times	✓	
<ul style="list-style-type: none">• Resilience and determination coupled with the ability to support and show empathy	✓	
<ul style="list-style-type: none">• Self-motivated and able to take the initiative	✓	
<ul style="list-style-type: none">• Approachability	✓	

GREATER THAN THE SUM OF ITS PARTS