



## Finance Manager

### Person Specification

Qualifications, Experience and Skills	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) including Maths and English at grade C/4 or above.</li> <li>• Evidence of relevant finance or business administration training.</li> <li>• Willingness to undertake statutory finance, fraud and other professional training as required.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised finance or accounting qualification (e.g. AAT or equivalent).</li> <li>• Evidence of continuing professional development in finance or school business management.</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of day-to-day financial administration, including processing invoices, orders and income.</li> <li>• Experience of maintaining accurate financial records and working to strict deadlines.</li> <li>• Experience of budget monitoring, reconciliation and reporting.</li> <li>• Experience of working with financial regulations, procedures and controls.</li> <li>• Experience of using computerised finance systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in a school or local authority finance environment.</li> <li>• Experience of working with Arbor Finance or similar education finance systems.</li> <li>• Experience of preparing VAT returns and liaising with local authorities.</li> <li>• Experience of supporting governors with financial reporting.</li> <li>• Experience of credit control, lettings income or ParentPay administration.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound understanding of financial procedures, budget management and basic accounting principles.</li> <li>• Strong numerical skills with a high level of accuracy and attention to detail.</li> <li>• Ability to prepare clear financial reports for senior leaders and governors.</li> <li>• Competent user of IT systems, including spreadsheets and financial software.</li> <li>• Ability to manage confidential information appropriately and securely.</li> <li>• Knowledge of the importance of value for money and effective procurement.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local authority finance procedures and compliance requirements.</li> <li>• Understanding of school funding, budgeting cycles and year-end processes.</li> <li>• Ability to identify efficiencies and support best value decision-making.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High standards of honesty, integrity and professionalism.</li> <li>• Organised and methodical, able to prioritise workload and meet multiple deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive and solution-focused approach to problem solving.</li> <li>• Confidence to challenge processes where improvements can be made.</li> <li>• Flexible and adaptable to the changing needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to work independently while also contributing effectively as part of a team.</li> <li>• Good communication skills, with the ability to liaise confidently with staff, governors, parents, suppliers and external agencies.</li> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Alignment with and commitment to the ethos of the school: <i>"Inspiring Individuals, Growing Thriving Communities"</i>.</li> </ul>	of a busy school environment.
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Sheerhatch Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo appropriate safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check. Online checks will be carried out in line with statutory guidance. References will be taken up prior to appointment, and the role is subject to satisfactory pre-employment checks in accordance with **Keeping Children Safe in Education**.