



## PERSON SPECIFICATION

### Finance Manager

The ideal candidate will have some or all of the following skills, attributes, qualifications or experience:

| Skill/Attribute                    | Examples   | Essential | Desirable |
|------------------------------------|--|-----------|-----------|
| <b>Qualifications and training</b> | Professional accounting qualification (CIMA, ACCA, ACA or equivalent)  | ✓         |           |
|                                    | Ongoing CPD in finance or school business management   | ✓         |           |
| <b>Experience</b>                  | At least two years in a finance/accounts role, producing monthly management accounts and reconciliations             | ✓         |           |
|                                    | Experience managing audits and liaising with external auditors   |           | ✓         |
|                                    | Experience working with senior leaders and external partners   | ✓         |           |
|                                    | Use of Education Finance software  |           | ✓         |
|                                    | Budgeting and school accounting experience   |           | ✓         |
|                                    | Experience in an educational or multi-academy trust finance environment  |           | ✓         |
| <b>Skills and knowledge</b>        | Proficient in a recognized accounting package  | ✓         |           |
|                                    | Strong analytical and problem-solving skills, with attention to detail and accuracy                                  | ✓         |           |
|                                    | Advanced Excel skills for data manipulation and reporting  | ✓         |           |
|                                    | Good understanding of academy financial regulations and statutory requirements                                       |           | ✓         |
|                                    | Confident in payroll processing and review   |           | ✓         |
| <b>Personal qualities</b>          | Strong organisation and prioritisation skills, able to develop solutions to problems and work on your own initiative | ✓         |           |
|                                    | Clear and effective communicator with finance and non-finance colleagues and stakeholders                            | ✓         |           |
|                                    | Full driving license and access to a car for travel between sites  | ✓         |           |
|                                    | Able to work under pressure and meet targets and deadlines   | ✓         |           |
|                                    | High standards of integrity, honesty, and confidentiality  | ✓         |           |
|                                    | Able to work independently and as part of a wider team   | ✓         |           |
|                                    | Proactive, flexible, and solution-focused  | ✓         |           |
|                                    | Experience leading teams and building positive working relationships   | ✓         |           |
|                                    | A commitment to professionalism, discretion, and a positive, can-do attitude   | ✓         |           |
|                                    | Commitment to equality, diversity, and safeguarding of children  | ✓         |           |
|                                    | Commitment to the Trust's values and mission, with a passion for education and public service                        | ✓         |           |

*The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the criteria listed.*

March 2026

