



PERSON SPECIFICATION

Assistant Finance Manager

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

Skill/Attribute	Criteria	Essential	Desirable
Qualifications and training	Professional accounting qualification (CIMA, ACCA, ACA or equivalent)		✓
	Ongoing CPD in finance or school business management		✓
Experience	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 accounting experience		✓
	Experience in an educational or multi-academy trust finance environment		✓
Skills and knowledge	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		✓
Personal qualities	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

