



## Greenleas School

### Person Specification

**Job Title:** Finance Manager

Attributes	Essential	Preferred
<b>Education / Qualifications</b>	<p>Essential: Educated to GCSE level with Maths and English at Grades A*-C or equivalent</p> <p>Qualification in book-keeping/accountancy equivalent to a minimum of NVQ level 2</p>	Preferred: AAT
<b>Experience</b>	<p>Essential: 3 years' experience of working in finance, within the last 5 years.</p> <p>Previous experience of financial management.</p> <p>1 years' experience of working in a school environment</p>	Preferred: Experience of supervising others
<b>Skills / Knowledge / Aptitude</b>	<p>Essential: Good interpersonal and communication skills</p> <p>Good organisational skills</p> <p>Ability to work accurately, with attention to detail in a busy environment</p> <p>Ability to see the 'big picture' and understand the wider implications of change to processes</p> <p>Ability to present information in a logical, clear, and concise format</p> <p>Ability to work collaboratively with a range of colleagues</p>	<p>Preferred:</p> <p>Knowledge of:</p> <p>SIMS FMS</p> <p>School Comms</p> <p>Pre-School software e.g. Kindersoft</p> <p>Asset Management software e.g. Parago</p>



	<p>Ability to work with autonomy within set boundaries</p> <p>Ability to manage own workload and supervise others</p>	
<b>Motivation</b>	<p>Essential: Willingness to undertake further training/ development opportunities</p> <p>Willingness to be flexible</p>	Preferred: Not applicable
<b>Physical</b>	Essential: Not applicable	Preferred: Not applicable
<b>Other</b>	<p>Essential: Must be fluent in the English language in accordance with the Immigration Act 2016</p> <p>Willingness to attend evening meetings of Governing Board, as required</p>	Preferred: Assessed in interview