

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Finance Manager

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Working towards or qualified to at least CIMA, ACCA, ACA, or CIPFA, AAT level 4 level or experienced at this level	<ul style="list-style-type: none">• University degree or equivalent
Relevant Experience	<ul style="list-style-type: none">• Significant experience in a Finance Department or accounting practice in the Education sector• Good understanding of financial best practice, controls and procedures• Preparation of monthly management accounts, maintaining control accounts and related reconciliations• Producing financial analysis and reporting	<ul style="list-style-type: none">• Experience of working in the education sector• Experience of leading/managing a team
IT Skills	<ul style="list-style-type: none">• Experience in Microsoft Office a advanced skills in Excel data management & reporting• Experience in at least one accounting package specifically used in the education sector	<ul style="list-style-type: none">• IRIS Financials (PS Financial)
Data management	<ul style="list-style-type: none">• Experience working with data of a confidential nature which is financially sensitive• Ability to analyse financial issues and problem solving.	
Relevant Skills/Aptitudes	<ul style="list-style-type: none">• Organised and thorough, with a good eye for detail• Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines.• Ability to work independently• Adaptable, open to change, and willing to take on challenges with enthusiasm.• Excellent interpersonal skills: able to work and communicate effectively with varied groups of stakeholders: and good team working skills• Ability to solve problems• Exemplary standards of personal integrity, behaviour and professionalism	

Other	<ul style="list-style-type: none"> • Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan. 	
Safeguarding & Wellbeing	<ul style="list-style-type: none"> • A commitment to safeguarding duty and promoting children’s wellbeing in accordance with school guidelines • A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community • To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community 	<ul style="list-style-type: none"> • Desire to take on further/ advanced Safeguarding training and responsibilities • Evidence of CPD undertaken in this area