

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Finance Manager

Person Specification

	Essential	Desirable
Qualifications	Working towards or qualified to at least CIMA, ACCA, ACA, or CIPFA, AAT level 4 level or experienced at this level	University degree or equivalent
Relevant Experience	- 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	- Experience of working in the education sector - Experience of leading/managing a team
IT Skills	- 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	IRIS Financials (PS Financial)
Data management	- Experience working with data of a confidential nature which is financially sensitive - Ability to analyse financial issues and problem solving.	
Relevant Skills/Aptitudes	- 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	• Contribute positively and play a proactive role in achieving individual and team objectives, to timetable and work plan.	
Safeguarding & Wellbeing	• 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	• Desire to take on further/ advanced Safeguarding training and responsibilities • Evidence of CPD undertaken in this area

August '26