



Finance Manager – Job Specification

Qualifications & Training

Requirement	Essential / Desirable	Assessment Method
Appropriate financial/accounting qualification (AAT, ACCA, CIMA) or equivalent	Desirable	Application
Evidence of continuous professional development in finance or school business management	Desirable	Application / Interview
First Aid trained (or willingness to undertake training)	Desirable	Application / Interview

Experience

Requirement	Essential / Desirable	Assessment Method
Experience of managing day-to-day financial operations (e.g., reconciliations, budget monitoring, reporting)	Desirable	Application / Interview
Experience working in a school-based or fast-paced office, dealing with financial aspects of school life	Essential	Application / Interview
Experience preparing and monitoring school budgets linked to School Development Plan priorities	Desirable	Application
Experience ensuring compliance with statutory financial regulations (DCSF/LA requirements)	Desirable	Application
Experience administering payroll and personnel financial processes	Desirable	Application
Experience negotiating contracts, tenders or service-level	Desirable	Application

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Requirement	Essential / Desirable	Assessment Method
agreements		
Experience generating additional income (e.g., lettings, funding streams)	Desirable	Application
Experience in bid writing and sourcing funding opportunities	Desirable	Application

Knowledge & Skills

Requirement	Essential / Desirable	Assessment Method
Strong working knowledge of financial regulations relevant to schools	Desirable	Application
High level of numeracy and accuracy in financial work	Essential	Application / Task
Ability to prepare, interpret and present financial reports for senior leaders and governors	Desirable	Application / Interview / Task
Computer literate with up-to-date knowledge of current hardware and software packages	Essential	Application
Skilled in setting up and managing databases, spreadsheets and word processing documents	Essential	Application / Task
Understanding of long-term financial planning and business management in a school setting	Desirable	Interview
Knowledge of income maximisation strategies for schools	Desirable	Interview

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Personal Qualities

Requirement	Essential / Desirable	Assessment Method
Friendly, warm and welcoming manner when dealing with staff, pupils, parents and external partners	Essential	Interview
Team player with the ability to work collaboratively across the school	Essential	Interview
Ability to think on own initiative and solve problems independently	Essential	Interview / Task
High level of confidentiality, integrity and professionalism	Essential	Interview
Ability to work under pressure and meet deadlines in a busy school environment	Essential	Interview / Task
Commitment to promoting the school's ethos, values and vision	Essential	Interview

Other Requirements

Requirement	Essential / Desirable	Assessment Method
Willingness to undertake training relevant to the role	Essential	Interview
Ability to work flexibly to meet school priorities	Essential	Interview

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