



Person Specification

Post: School Finance & Operations Manager

School: The Ashbeach Primary School

Qualifications and Professional Development

1. Essential

- GCSEs (or equivalent) in English and Maths (Grade 4/C or above)
- Relevant financial qualification (e.g. AAT Level 3 or above, or equivalent experience)
- Commitment to ongoing professional development

2. Desirable

- Recognised accountancy qualification (e.g. AAT Level 4, ACCA part-qualified)
- Training in school financial management systems
- Safer Recruitment training
- HR or payroll-related training

Experience

3. Essential

- Experience in financial management, budgeting and monitoring
- Experience of producing financial reports and forecasts
- Experience of managing payroll processes or liaising with payroll providers
- Experience of using financial systems and spreadsheets
- Experience of supervising staff

4. Desirable

- Experience of working in a school or public sector setting
- Experience of Local Authority financial procedures
- Experience of audits, procurement, and contract management

Knowledge and Understanding

5. Essential

- Strong understanding of financial management principles
- Knowledge of payroll, pensions, and statutory deductions
- Understanding of safeguarding and safer recruitment



- Awareness of confidentiality and GDPR requirements
6. Desirable
- Knowledge of school funding and Local Authority regulations
 - Understanding of HMRC requirements and Gift Aid
 - Familiarity with Keeping Children Safe in Education (KCSIE)

Skills and Competencies

7. Essential

- Strong numerical and analytical skills
- Excellent attention to detail
- Ability to present financial information clearly
- Strong organisational skills
- High level of IT skills
- Effective communication and relationship-building
- Problem-solving skills

8. Desirable

- Negotiation skills
- Ability to support income generation
- Strategic planning contribution

Personal Qualities

9. Essential

- Integrity and confidentiality
- Professional and reliable
- Proactive and solution-focused
- Commitment to safeguarding
- Flexible and adaptable
- Commitment to school ethos

Other Requirements

10. Essential

- Commitment to safeguarding and child protection
- Willingness to undertake training
- Ability to attend occasional evening meetings