

Finance Manager - Person Specification

Requirement	Essential	Desirable
<p>Experience</p>	<p>Relevant and appropriate qualification/experience</p> <p>Knowledge of theory and practice of business and administration management; extensive experience and expertise across activities such as finance, procurement, administration and staff management</p> <p>Significant experience in administrative / finance roles</p>	<p>Experience of working in a school office environment</p> <p>Experience as a School Finance Officer, or assistant</p> <p>Experience with budget planning using budget planning software</p>
<p>Skills and knowledge</p>	<p>Excellent numeracy / literacy skills</p> <p>Experience with itrent, E5, SAP, SIMS.net SAGE or similar</p> <p>Good communication and inter-personal skills and a high degree of initiative.</p> <p>Efficient, flexible and well organised</p> <p>Willing to undertake further training as required</p> <p>Ability to work independently yet know when to seek support and additional information when required</p>	
<p>Abilities</p>	<p>Ability to interpret, advise and devise policy/practice</p> <p>Ability to plan and develop systems Able to assist with school based strategic planning and project management</p> <p>Able to understand and apply the principles of marketing</p> <p>Ability to relate well to children and staff</p> <p>The ability to work as part of a team in a busy office with many interruptions and to remain calm and tactful at all times.</p> <p>To be able to maintain confidentiality.</p>	<p>Creative and imaginative thinking</p> <p>Problem solving and lateral thinking</p>

	The ability to work under pressure and organise workload to assist in the meeting of deadlines.	
Personal qualities	<p>A friendly and courteous manner towards both adults and children</p> <p>Calm and reflective – even when under pressure!</p> <p>Diligence and perseverance</p> <p>Commitment to the welfare and safeguarding of all pupils and adults in school</p>	Quick acquisition of new skills and procedures