

PERSON SPECIFICATION

Finance Manager

CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none"> • A good general education • AAT or equivalent 	<ul style="list-style-type: none"> • ACA, ACCA, CIMA, CIPFA qualified or part qualified and currently studying
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Strong technical financial and management accounting skills • Ability to prioritise in a fast paced environment, dealing with a variety of challenges • Ability to work with minimum supervision • Ability to work to strict deadlines • Expertise in budget planning and monitoring • Experienced in end of year closedown and final accounts preparation • Computer skills including system administration knowledge of computer based accounting systems • Extensive knowledge of Microsoft Excel and Word • Understanding of the ESFA Academy Financial Handbook and regulations 	Experience of work in an educational or charitable setting
Role Related and Personal Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • The ability to communicate with a wide range of people • The ability to manage time effectively and prioritise work in a demanding environment • Excellent numeracy skills and attention to detail • Ability to work on own initiative and under pressure • Ability to work as part of and motivate team • Good research skills • Strong strategic planning abilities • Enthusiastic and assertive 	Experience and working knowledge of Civica
General	<ul style="list-style-type: none"> • The desire to undertake further training as may be required in order to properly perform the duties in a changing and challenging environment 	Flexible approach to hours.