

### Regional Finance Manager Person Specification

| <b>Job Title: Finance Manager</b>   |                  |                  |
|---|------------------|------------------|
|   | <b>Essential</b> | <b>Desirable</b> |
| <b>Education and Training</b>   |                  |                  |
| Qualified/part Qualified Accountant/Demonstrable commitment to qualify  |                  | √                |
| <b>Professional Experience</b>  |                  |                  |
| Experience of working in a rapidly changing environment as part of a multi site organisation                                    |                  | √                |
| Extensive experience of school budget setting and monitoring  |                  | √                |
| Experience of working within both Primary and Secondary Phases  |                  | √                |
| Experience of producing financial accounts using financial systems  | √                |                  |
| Experience of working within the education or charity sector  |                  | √                |
| Experience of working within a Finance Department   | √                |                  |
| Experience of PSF   |                  | √                |
| <b>Knowledge and Skills</b>   |                  |                  |
| Customer focused and able to deliver to tight deadlines   | √                |                  |
| Extensive knowledge of accounting regulations   |                  | √                |
| Extensive knowledge of education finance and funding  |                  | √                |
| Accuracy and attention to detail  | √                |                  |
| Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role | √                |                  |
| <b>Personal Attributes</b>  |                  |                  |
|   |                  |                  |
| Positive and solution focused with a flexible approach to work  | √                |                  |
| Self-motivated and proactive  | √                |                  |
| Reflective and keen to develop self and others  | √                |                  |
| High levels of integrity, able to ensure confidentiality  | √                |                  |
| Able to influence and inspire confidence and trust  | √                |                  |
| Good communicator both orally and in writing  | √                |                  |
| Ability to coach, train and develop others  | √                |                  |
| A commitment to safeguarding, promoting welfare of children and young people  | √                |                  |
| Interest in own personal development and a willingness to undertake further training  | √                |                  |