



Person Specification : Finance Manager

Education, Training and Qualifications	Essential	Desirable
Qualification at AAT level 4 or equivalent in accountancy or related disciplines		✓
Good pass(grade C or above) at GCSE maths and English	✓	
Evidence of further training of relevance to this post	✓	
Further professional qualifications relevant to this post		✓
Experience		
Extensive experience of successfully leading and developing administrative and financial functions, including sound budget control and advice to a variety of audiences at a senior level.	✓	
Significant experience working in business administration, accounting or related disciplines	✓	
Experience of successful teamwork towards specific projects		✓
Experience of-contract negotiation and procurement at a variety of levels	✓	
Knowledge, skills and aptitudes		
Knowledge of accounting and budget control procedures	✓	
Knowledge of and capacity to generate income from various streams		✓
Able to assist with school based strategic planning and project management	✓	
Understanding of and ability to implement monitoring and evaluation strategies	✓	
Skills in management of change		✓
Excellent interpersonal and communication skills	✓	
Good ICT skills including use of Excel	✓	
Efficient and capable administrative skills	✓	
Ability to generate, organise and analyse data	✓	
Able to present complex financial information in a way that is accessible to the non specialist.	✓	
Proactive with an ability to use own initiative	✓	
Personal qualities		
A presence which inspires confidence	✓	
The ability to motivate others	✓	
Sound judgment and integrity	✓	
Ability to develop and maintain good working relationships with all members of the school community	✓	
High standards and expectations	✓	
An understanding of educational organisations	✓	
Willingness to share our collective vision	✓	
The ability to work under pressure	✓	
The ability to meet tight deadlines	✓	
Ability to be flexible and use a variety of leadership styles successfully	✓	
Good health, stamina, resilience and a sense of humour	✓	



ST JOHN BOSCO ARTS COLLEGE