

| PERSON SPECIFICATION | | | |
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| Post: Finance Manager | | School: Gosforth Group | |
| FACTOR | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
| SKILLS, KNOWLEDGE AND APTITUDES | <ul style="list-style-type: none"> • A self-starter, who can prioritize workload to meet deadlines without compromising on quality • An effective and supportive team player • Excellent attention to detail • Ability to build effective and constructive working relations across the organisation • Financial analysis skills • Sound understanding of business practices, principles and culture • Excellent written and verbal communication skills • Good working IT skills, particularly Excel • Good Numeracy skills | <ul style="list-style-type: none"> • Good working knowledge of PS Financials • Good working knowledge of VAT principles and submission of VAT Returns | <ul style="list-style-type: none"> • Interview • Application form • References |
| QUALIFICATIONS AND TRAINING | <ul style="list-style-type: none"> • AAT or similar financial qualification or qualified by experience | | <ul style="list-style-type: none"> • Application form • Interview • References • Sight of Certificates |
| EXPERIENCE | <ul style="list-style-type: none"> • Using an accounts package for general bookkeeping, including producing accounts and management reports • Budget monitoring • Cash flow planning and monitoring • VAT | <ul style="list-style-type: none"> • PS Financials • Academy Finance • Experience of delivering/explaining management account information and budget information to non-finance staff | <ul style="list-style-type: none"> • Application form • Interview • References |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Good organisational and time management skills • Excellent interpersonal, team working and communication skills. • A flexible approach • Capacity for hard work and resilience | <ul style="list-style-type: none"> • Self-motivated and proactive in regards to personal development | <ul style="list-style-type: none"> • Interview |

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| | <ul style="list-style-type: none"> • A positive approach to change and continuous improvement • Ability to form and maintain appropriate relationships and personal boundaries with students | <ul style="list-style-type: none"> • An interest and commitment to the whole school community | |
| SPECIAL REQUIREMENTS | <ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure with the Disclosure and Barring Service • Occupational Health clearance • Right to work in the UK • Ability to travel as required | | <ul style="list-style-type: none"> • Application form • Interview • References |