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| **PERSON SPECIFICATION** |
| **Post: Finance Manager** | **School: Gosforth Group** |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| **SKILLS, KNOWLEDGE AND APTITUDES** | * 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
 | * Good working knowledge of PS Financials
* Good working knowledge of VAT principles and submission of VAT Returns
 | * Interview
* Application form
* References
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| **QUALIFICATIONS AND TRAINING** | * AAT or similar financial qualification or qualified by experience
 |  | * Application form
* Interview
* References
* Sight of Certificates
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| **EXPERIENCE** | * Using an accounts package for general bookkeeping, including producing accounts and management reports
* Budget monitoring
* Cash flow planning and monitoring
* VAT
 | * PS Financials
* Academy Finance
* Experience of delivering/explaining management account information and budget information to non-finance staff
 | * Application form
* Interview
* References
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| **PERSONAL QUALITIES** | * Good organisational and time management skills
* Excellent interpersonal, team working and communication skills.
* A flexible approach
* Capacity for hard work and resilience
* A positive approach to change and continuous improvement
* Ability to form and maintain appropriate relationships and personal boundaries with students
 | * Self-motivated and proactive in regards to personal development
* An interest and commitment to the whole school community
 | * Interview
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| **SPECIAL REQUIREMENTS** | * Satisfactory Enhanced Disclosure with the Disclosure and Barring Service
* Occupational Health clearance
* Right to work in the UK
* Ability to travel as required
 |  | * Application form
* Interview
* References
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