

## FINANCE MANAGER - PERSON SPECIFICATION

Attributes / Qualities	Essential	Desirable	Method of assessment
Application	<ul style="list-style-type: none"> <li>Fully supported references</li> <li>Well-structured supporting letter detailing why you would like to join the Stanley Learning Partnership team.</li> </ul>		
Qualifications	<ul style="list-style-type: none"> <li>Previous education to graduate level relevant to the job <b>and/or</b></li> <li>Member of the Association of Accounting Technicians (Level 4) or equivalent</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of budget setting, preparation and monitoring</li> <li>Experience of procurement procedures and laws</li> <li>Experience of managing multiple budgets on both an individual school / department and collective basis</li> <li>Experience in budget forecasting</li> <li>Experience of using computerised financial systems particularly SIMS FMS finance module</li> <li>Use of Microsoft Excel spreadsheets to present and analyse financial information</li> <li>Understanding of debtors and creditors procedures</li> <li>Experience of completion of financial returns</li> <li>Experience in interpreting complex financial information</li> <li>Understanding of month and year-end accounting procedures (including VAT reports)</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HR law and procedures (or willingness to undertake further training)</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> <li>Tasks</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>Desire to develop and extend skills in finance (and potentially Human Resources)</li> <li>Evidence of attendance at recent and relevant training within the last two years</li> </ul>	<ul style="list-style-type: none"> <li>A self directed learner with a commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
Skills, knowledge & expertise	<ul style="list-style-type: none"> <li>Skills in using financial systems to assist in planning and monitoring</li> <li>In depth knowledge and understanding of schools financial management and the operation of Forward Planning Software</li> <li>Ability to explain technical details and general financial management to non-specialists</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> <li>Tasks</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to build/sustain good relationships with School Business Managers, Headteachers, Governors (or equivalent), and other staff</li> <li>• Understanding of the academy agenda with particular reference to the financial aspect</li> <li>• Ability to work to tight deadlines with accuracy</li> <li>• Ability to work at pace</li> <li>• Ability to multi-task</li> <li>• Ability to give attention to detail</li> <li>• Knowledge of procedures for closing accounts</li> <li>• Detailed knowledge of SIMS FMS finance module</li> <li>• Ability to adapt and develop Information Systems</li> <li>• Good written and verbal presentational skills</li> </ul>		
<b>Personal</b>	<ul style="list-style-type: none"> <li>• A robust approach to work</li> <li>• Stamina</li> <li>• Ability to work flexibly</li> <li>• Prioritise, organise own workload to meet tight deadlines</li> <li>• A creative thinker who is innovative and imaginative</li> <li>• Self-confidence</li> <li>• Ability to act as a role model to the pupils and the wider School Community</li> <li>• Ability to deal with people tactfully and diplomatically</li> <li>• Ability to find solutions</li> <li>• Integrity and sense of fair play</li> <li>• Clear thinker</li> <li>• A flexible approach to work to ensure tight deadlines are met</li> <li>• Capacity for independent travel</li> <li>• A commitment to on-going CPD</li> <li>• An excellent communicator both verbally and written</li> <li>• A team player with a willingness to participate and assist with tasks that are outside the parameters of your formal job description</li> <li>• A personable and adaptable approach</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> <li>• Tasks</li> </ul>



South Stanley Infant & Nursery School is proud to be part of [Stanley Learning Partnership LTD \(Trading as Stanley Learning Partnership\)](#)

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