

STANLEY LEARNING PARTNERSHIP



FINANCE MANAGER - PERSON SPECIFICATION

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

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



South Stanley Infant & Nursery School is proud to be part of **Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)**

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