

**PERSON SPECIFICATION**  
**Assistant Finance Manager**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>WHERE IDENTIFIED</b>
<b>QUALIFICATIONS</b>	<p>Part of fully qualified professional qualification in accountancy or equivalent experience.</p> <p>Demonstrate evidence of continued professional development</p>	Leadership/Management qualification	Application form/Certificates
<b>EXPERIENCE</b>	<p>Experience of working in a senior finance role</p> <p>Experience of IT Packages including word, excel and computerised accountancy systems and budgeting software</p> <p>Experience of designing, developing and implementing administrative and organisational systems</p> <p>Experience of managing and monitoring budgets/financial forecasts and action planning</p> <p>Experience of holding challenging conversations</p> <p>Experience of analysing and evaluating data</p>	<p>Experience of working in Education and working with the Academy Financial Handbook</p> <p>Experience of PS Financials</p> <p>Experience in the development of and delivery of training courses</p>	Application form/Selection/References/Interview
<b>PROFESSIONAL DEVELOPMENT</b>	Evidence of keeping up to date with financial developments		Application form/Interview

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<b>SKILLS</b>	<p>Ability to relate well to children and adults</p> <p>Effective written and verbal communication skills and the ability to share ideas clearly and persuasively</p> <p>Proven financial proficiency</p> <p>Analytical skills to investigate complex problems and information, drawing conclusions and recommendations for action</p> <p>Proven ability to work under pressure at pace to tight deadlines on a number of different projects at a time</p> <p>Initiative to plan and make decisions.</p> <p>Ability to work independently and take initiative</p> <p>Ability to work as a team</p> <p>Organisational skills to plan own workload</p>	<p>Able to demonstrate the delivery of effective CPD/coaching and mentoring which helps develop others</p>	<p>Selection References/ Interview</p>
<b>SPECIAL KNOWLEDGE</b>	<p>Knowledge and understanding of how to manage all financial procedures</p> <p>Knowledge of the Education funding landscape</p> <p>Knowledge of GDPR</p>	<p>Academy Financial Handbook</p>	<p>Selection/ Interview</p>

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<b>PERSONAL ATTRIBUTES</b>	Ability to work flexibly according to the needs of the Trust, including attendance at Trust/ Governing Body meetings supporting the smooth and effective running of the Trust  Sympathy with the Trust vision and values and School mission statements.  Self-motivated  Enhanced DBS check  Willingness to participate in in training and development opportunities	Willingness to support extra-curricular activities.	Application form/ References/ Interview
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