

FINANCE MANAGER

Person Specification



Candidates will be shortlisted equally against the requirements of the Person Specification. The same selection panel will both shortlist and interview candidates. Those whose application forms provide information that best meets the criteria of the Job Description and Person Specification, experience and qualifications will be invited to interview.

	ESSENTIAL	DESIRABLE
Qualification/ Training/ Competences	AAT or equivalent recognised qualification Good numeracy/literacy skills	Certificate in School Business Management Evidence of further training in school-based support
Relevant Experience	Experience of budget monitoring and account reconciliation Experience of producing standard financial reports Experience of school systems Experience of undertaking a range of clerical and administrative duties including data input and retrieval	Previous experience in a school environment
Knowledge	Knowledge of the financial workings of the school Knowledge of budget management and accounting techniques Knowledge of a range of computer applications including financial management systems Computer literate Well-developed IT expertise including spreadsheets	Knowledge of relevant polices/codes of practice Knowledge/overview of Company Law Knowledge/overview of the Academies Financial Handbook Knowledge/Overview of Academies Accounts Direction Knowledge and experience of SAGE
Skills	Ability to work in and organised and methodical manner Ability to maintain efficient record keeping systems. Ability to produce accurate records and reports as required Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that low priority work is kept up to date Ability to show sensitivity and objectivity in dealing with confidential issues.	
Special Circumstances	Attendance at governor meetings outside normal hours	

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its students, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.