



# THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

## PERSON SPECIFICATION – FINANCE MANAGER

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 or equivalent qualification or experience in financial management at a similar level</li><li>• Experience of maintaining robust financial systems and processes</li><li>• Experience of working in a busy office environment and meeting deadlines</li><li>• Leading a team</li><li>• Strong numeracy skills - Ability to undertake complex financial/budgetary calculations. Maintain accuracy and integrity at all times.</li></ul>	<ul style="list-style-type: none"><li>• Working in an educational environment</li><li>• Working knowledge of financial school policies and procedures</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good working knowledge of Microsoft Office (Word &amp; Excel)</li><li>• Good working knowledge of school financial accounting package – SIMS FMS (FMS6)</li><li>• Understanding of Safeguarding and child protection procedures</li></ul>	<ul style="list-style-type: none"><li>• Good understanding of Health &amp; Safety</li><li>• Understand procedures and legislation relating to confidentiality</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Strong organisational skills</li><li>• Ability to resolve complex problems independently</li><li>• Ability to complete complex returns, write complex letters and reports</li><li>• Ability to work to, interpret and comply with external statutory and best practice regulations</li><li>• Ability to exchange complex verbal information clearly and sensitively</li><li>• Good interpersonal skills and ability to build effective relationships with colleagues and external contacts</li><li>• Ability to negotiate effectively to achieve best outcomes</li><li>• Ability to manage difficult or controversial exchanges</li></ul>	

	<ul style="list-style-type: none"> <li>• Ability to prioritise and manage own time effectively maintaining levels of accuracy during busy times.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working time</li> <li>• Ability to remain calm under pressure</li> <li>• Demonstrate a commitment to equality</li> <li>• Demonstrate a clear commitment to develop and learn in the role</li> <li>• Ability to effectively evaluate own performance</li> </ul>	