

# Shenfield High School

## Person Specification

### Finance Manager

	<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>1.</b>	<b>Education/Training</b>		
	Numeracy/literacy skills at least equivalent to Level 4 of the National Qualifications Framework	✓	
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	✓	
	Willingness to participate in other development and training opportunities	✓	
<b>2.</b>	<b>Experience</b>		
	Proven experience of Financial Management and Budgeting	✓	
	Experience of preparing, prioritizing, initiating and delivering to deadlines		✓
	Experience of managing and motivating staff		✓
	Experience of working in a team to provide and ensure best possible outcomes		✓
	Experience of working in schools financial environments		✓
<b>3.</b>	<b>Knowledge</b>		
	Working knowledge of appropriate school financial policies and procedures		✓
	Working knowledge of school finance systems	✓	
	Working knowledge of SIMS		✓
<b>4.</b>	<b>Skills/Abilities</b>		
	Ability communicate effectively and complete complex returns, reports and to use a wide range of financial and administrative IT packages	✓	
	Ability to undertake complex financial/budgetary calculations	✓	
	Excellent organisational skills and the ability to remain calm under pressure	✓	