

## WARGRAVE HOUSE LTD

### PERSON SPECIFICATION – Finance Manager

	DESCRIPTION	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	Accountancy qualification AAT Level 4 or equivalent	<b>X</b>		Application form (Proof of qualifications to be provided)
	Degree or equivalent related professional qualification		<b>X</b>	
	Recognised School Business Management Qualification or currently studying for such.		<b>X</b>	
<b>EXPERIENCE</b>	Experience of working in a school or Academy financial management role,		<b>X</b>	Application Form Supporting statement Interview
	Experience in producing reports and advising senior management on financial information.	<b>X</b>		
	Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation.	<b>X</b>		
	Experience of project management, planning, managing and monitoring of work.		<b>X</b>	
	Experience of supervising/managing colleagues within a financial environment.		<b>X</b>	
<b>KNOWLEDGE</b>	Financial Management supporting the day-to-day operations of an organisation	<b>X</b>		Application Form Interview
	Evidence of success in building and forming working relationships across professional and operational boundaries including adherence to financial regulations.	<b>X</b>		
	Advanced computer literacy skills, especially in accounting methods, spreadsheets and database software such as SIMS.	<b>X</b>		
<b>SKILLS</b>	Analytical skills - analyse complex data and information and use this to monitor and support activities to promote solutions.	<b>X</b>		Application Form Interview
	Produce clear, concise and accurate reports.	<b>X</b>		
	Excellent written and verbal communication skills.	<b>X</b>		
	Ability and Willingness to adapt and to embrace change.	<b>X</b>		
	Excellent ICT skills e.g., confident and adept in use of Microsoft applications e.g., Word, Excel.	<b>X</b>		
	Experience of Using Sage 50 accounts software		<b>X</b>	
	Develop and manage a variety of administrative systems.		<b>X</b>	
	Develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.	<b>X</b>		
	Good negotiation skills in order to negotiate contracts and solutions to problems.		<b>X</b>	
	Ability to work independently to tackle problems creatively and to think laterally	<b>X</b>		
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>	Ability to work as a supportive member of a small team, acting flexibly to support colleagues at pressure points	<b>X</b>		Application Form Interview
	Motivation to work with children & young people / in an educational setting	<b>X</b>		
	Excellent numerical and verbal skills, understanding and application	<b>X</b>		
	A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed	<b>X</b>		

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Driving licence and use of own car	<b>X</b>		References
Strong commitment to equality and diversity	<b>X</b>		
Ability to cope resiliently with the responsibilities and demands of the post	<b>X</b>		
Passionate about the contribution Finance can make to Wargrave House Limited	<b>X</b>		
Able to work on own initiative	<b>X</b>		
Confident liaising and building rapport with staff and external contacts of all levels of seniority.	<b>X</b>		
Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	<b>X</b>		
Able to maintain a high degree of confidentiality	<b>X</b>		
Positive "can do" attitude and willingness to support others where needed.	<b>X</b>		
Clear, concise and influential communication skills	<b>X</b>		
Able to be discrete and professional and trusted with sensitive information.	<b>X</b>		

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.