

Person Specification - Senior Finance Manager Grade 10

Category	Requirement	Essential (E) Desirable (D)
Qualifications & Knowledge	Relevant professional qualification or significant vocational experience in finance	E
	Qualified professional or equivalent, with minimum 4 years of relevant experience	E
	Evidence of continuing professional development	E
	Strong understanding of school business, financial, and resource management	E
	Knowledge of health and safety regulations and responsibilities	E
Experience	Knowledge of Data Protection / GDPR responsibilities	E
	Experience in senior administrative and/or finance roles	E
	Experience of managing budgets of significant size and complexity (e.g. £3–4 million)	E
	Experience of line managing and developing teams of support staff	E
	Experience of HR administration for teaching and support staff	D
	Experience of contract negotiation, insurance, and licence management	E
	Experience of partnership working with external organisations	E
	Experience of facilities and premises management	D
	Experience of marketing and income generation (e.g. funding bids, lettings)	D
	Experience of leading Extended Services provision	D
Skills	Ability to plan, develop and implement school policies	E
	Strong communication and presentation skills, including reporting to Governors and external bodies	E
	Skills in resolving complex problems and managing conflicting issues	E
	Ability to develop and review School Improvement Plans alongside senior staff	E
	ICT skills, including use of finance and HR systems	E
Personal Qualities	Commitment to safeguarding and welfare of children and young people	E
	Commitment to equal opportunities	E
	Commitment to wellbeing of pupils and staff	E
	Ability to motivate and coach staff	E
	Ability to work flexibly and proactively in changing contexts	E
	Resilience and ability to manage competing priorities	E
Other Requirements	Essential car user (if required by the school)	D
	Commitment to maintaining good attendance	E