

Person Specification – Senior Finance Manager

Post Title: Senior Finance Manager (Business Manager 2)

Grade: Grade 10

Date: 29/9/25

Qualifications & Knowledge	Essential/Desirable
Relevant professional qualification or significant vocational experience in finance or business administration.	E
Demonstrable understanding of school finance systems, budget planning and monitoring.	E
Applied knowledge of financial legislation, compliance, and best practices within the education sector.	E
Degree in finance, business, or a related field.	D
A recognised school business management qualification (e.g. DSBM, CSBM).	D

Experience	Essential/Desirable
Substantial experience in a senior finance or administrative role.	E
Experience of managing a school or organisational budget of £5M+.	E
Experience leading and managing staff teams.	E
Experience of preparing financial reports and advising senior leadership.	E
Experience developing and implementing finance-related policies and procedures.	E
Experience working in a school or education setting.	D
Experience generating income and preparing funding bids.	D
Experience contributing to school improvement planning.	D
Experience managing extended services (e.g. lettings, after school clubs).	D

Skills & Abilities	Essential/Desirable
Strong analytical skills and ability to interpret complex financial data.	E
Ability to present financial reports clearly to non-financial audiences.	E
Excellent leadership and team management skills.	E
Strong organisational and time management skills.	E
High-level IT literacy, including spreadsheets and finance systems.	E
Ability to implement improvements and efficiencies in financial procedures.	D
Knowledge of school finance and MIS systems (e.g. SIMS, FMS, Arbor).	D

Personal Attributes & Commitments	Essential/Desirable
Commitment to safeguarding and promoting the welfare of children and young people.	E
High personal standards of professionalism, accuracy and confidentiality.	E
Flexible, proactive and solution-focused approach.	E
Commitment to regular and reliable attendance.	E
Willingness to participate in further professional training and development.	E