



Assumption Grammar School

Specialist School for Music with Physical Education

Fully Alive



PERSONNEL SPECIFICATION

Finance & Administration Manager

Qualifications

Essential

Hold as a minimum a CCAB recognised full professional accountancy qualification.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Experience

Essential

- 1 Have a minimum of 2 years' supervisory or management experience, gained in the past 5 years (from the closing date for applications), in any one of, or combination of, the following categories. Full details including specific dates must be provided:
 - Financial Management / Management Accounting
 - Financial Accounting / Auditing
- 2 Experience of preparation of accounts in accordance with accounting standards.
- 3 Experience of budgeting of resources.
- 4 Experience of managing a multi-disciplinary team; to include recruitment, performance management, delegation of tasks and development of employees.
- 5 Experience of procurement processes.
- 6 Experience of developing systems and maintaining good governance including risk management.

Desirable

- 7 Experience of working in a school setting.
- 8 Experience of working with the requirements of Data Protection and Freedom of Information.
- 9 Experience of providing human resource advice and support.

Knowledge, skills & abilities

Essential

1. Ability to manage a diverse and complex workload.
2. Ability to collaborate with key stakeholders / develop effective working relationships with a range of stakeholders.
3. High degree of computer literacy.
4. Ability to establish systems and processes.
5. Ability to analyse complex information to support and influence decision making.

Desirable

- 6 Knowledge of public sector accounting requirements including education.
- 7 Knowledge of employment law and practices.