

Finance Manager

Holmes Chapel Comprehensive School

Grade 8 (SCP23 - SCP28)

40 weeks



Person Specification (March 2026):

Essential Criteria

- Proven experience in finance role, including budget planning, monitoring and reporting, within the public sector would be favourable , ideally within a school or education setting
- Experience of producing management accounts including budget analysis, balance sheets and cash flow statements.
- Strong ICT skills, particularly with Microsoft Office and Google applications. The candidate must be adept at using spreadsheets to analyse and organise data to aid decision making.
- Possess the ability to meet deadlines and work well when under pressure without compromising accuracy.
- Have well-developed planning, organisational and administrative skills.
- Experience of management, supervision, training and appraisal of a team.
- Have the ability to identify own and others training needs and how these may be met as part of a process of continuing learning and development.
- Demonstrate effective communication and presentation skills – both oral and written, plus high level influencing skills.
- Be able to effortlessly work with both financial and nonfinancial people within the school, with a clear ability to extract and explain financial information.
- Be able to demonstrate attention to detail and accuracy but have the capacity to see the ‘big picture’ and be receptive to change.

Desirable Criteria

- Holds or is working towards a recognised accountancy qualification
- Experience of ACCESS accounts software would be advantageous.