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**FINANCE & ESTATES MANAGER (Permanent Post)**

**PERSONNEL SPECIFICATION**

**ESSENTIAL CRITERIA**

Qualifications

1 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

2 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.

3 Experience of preparation of accounts in accordance with accounting standards using financial management systems.

 Experience of using and developing computerised financial systems including payroll systems and related procedures.

4 Experience of budgeting of resources.

5 Experience of managing a multi-disciplinary team; to include recruitment, performance management, delegation of tasks and development of employees.

6 Experience of procurement processes.

7 Experience of developing systems and maintaining good governance including risk management.

8 Experience in estate management including Health and Safety at Work Statutory regulations.

9 Have a minimum of 2 years’ experience withing the last 5 years running a payroll package.

10 Experience of Pension administration.

Knowledge, skills & abilities

11 Excellent planning and time management skills with the ability to manage a diverse and complex workload to meet deadlines.

12 Strong interpersonal and communication skills both oral and written with the ability to collaborate with key stakeholders / develop effective working relationships at all levels.

13 Excellent working knowledge of MS Office and High degree of computer literacy.

14 Ability to establish systems and processes.

15 Excellent analytical and problem-solving skills with the ability to analyse complex information to support and influence decision making.

16 Strong team leader and team player.

17 High level of discretion and confidentiality.

**DESIRABLE CRITERIA**

Experience

1 Knowledge of public sector accounting requirements including education.

Knowledge, Skills & Abilities

2 Experience of working in a school setting.

3 Experience of working with the requirements of GDPR regulations.

*June 2025*