

MOORDOWN ST JOHN'S CE VA PRIMARY SCHOOL



PERSON SPECIFICATION

JOB TITLE: School Finance Manager

Grade: 9 points 31 - 34

Education and Qualifications	Essential	Desirable	How identified?
Minimum of 4 GCSE (or equivalent) at grade C or above to include Mathematics and English	X		Application form
Relevant qualifications in bookkeeping/accountancy	X		Application form
Educated to degree – or equivalent – level		X	Application form
Certificate in School Business Management		X	Application form

Knowledge and Experience	Essential	Desirable	How identified?
Experience of setting and managing budgets	X		App/ref/int
Good knowledge of finance and administrative systems	X		App/ref/int
Excellent IT skills/ excel	X		App/ref/int
Experience of leading and motivating a team		X	App/ref/int
A good working knowledge of Health and Safety legislation		X	App/ref/int
Experience of working in a school environment at management level		X	App/ref
Experience of working with FMS : SAGE/BPS		X	App/ref/int
Experience and understanding of school or public sector finance/resources processes		X	App/ref/int
Experience of working in an Academy		X	Application form
Experience in submitting bids and securing funding		X	App/ref/int
Knowledge and understanding of the role of the Governing Body (Board of Directors)		X	App/ref/int

Continued overleaf

Skills and Abilities	Essential	Desirable	How identified?
High level planning and organizational skills	X		App/ref/int
Ability to work to and meet deadlines	X		Interview
Excellent communication skills, written and oral, at all levels	X		App/ref/int
Good interpersonal skills	X		App/ref/int
Ability to manage and prioritise own workload and that of your team	X		App/ref/int
Accurate and methodical work methods	X		Int/ref
Ability to resolve conflicts in a sensitive and timely manner	X		Int/ref

Personal Qualities	Essential	Desirable	How identified?
Commitment to own CPD	X		App/ref/int
Committed and willing to contribute to our Church School ethos	X		App/interview
Self-motivated and a good team player	X		App/ref/int
Understanding of the importance of and ability to maintain confidentiality	X		Ref/interview
Resilience and discretion	X		Ref/Interview
Ability to be creative and innovative whilst remaining within the boundaries of the role	X		Interview
Excellent judgment, both professionally and personally	X		Interview