



## Person Specification

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of school financial procedures</li> <li>• Knowledge of budget management and accounting techniques</li> <li>• Knowledge of premises management and contracts legislation</li> <li>• Knowledge of employment law and health and safety legislation including risk assessment tools.</li> </ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to plan and prioritise workload to meet conflicting deadlines</li> <li>• Ability to analyse and interpret complex information and solve problems</li> <li>• Excellent ICT skills in MS Office, internet, email and financial management packages.</li> <li>• Good negotiation skills in order to negotiate contracts with suppliers</li> <li>• Ability to work independently and act on own initiative.</li> <li>• Ability to cope well with pressure and keep calm in stressful situations.</li> <li>• Ability to maintain absolute confidentiality and integrity.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Administrative experience in a management capacity, including responsibility for financial and Human Resources matters</li> <li>• Experience of managing staff</li> <li>• Experience in finance including in the development, management and operation of financial management systems.</li> <li>• Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.</li> </ul>
<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Certificate of School Business Management or equivalent</li> <li>• Excellent numeracy and literacy skills</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• An enhanced DBS check will be required.</li> <li>• Understanding and commitment to equal opportunities.</li> </ul>