



Person Specification

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