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|  | Essential | Desirable | To be identified by:Application form, interview, reference or other |
| Qualifications | * GCSE education to include English Language and Maths (or equivalent)
* Commitment to achieve the Certificate in School Business Management
 | * Achievement of the Certificate in School Business Management or relevant finance qualification

• Accountancy experience/ qualification | AF AFI |
| Experience | * Relevant experience in finance
 | * Experience of SIMS (FMS)
* Experience of Arbor and ParentPay

• Experience of setting up and operating school systems • Experience of premises and grounds maintenance • Experience of preparing and submitting bids for funding from outside agencies, including lettings. | AF,I,R |
| Knowledge | * Financial management and accounting procedures

• Knowledge and understanding of employee pay and conditions of service • An awareness and understanding of safeguarding responsibilities of all adults who work with children | Knowledge of SFVS • Understanding of local authority payroll structures and administration • Knowledge of Health and Safety relevant to the school environment | AF,I,R |
| Skills | Highly numerate and accurate • Able to maintain a computerised system • Able to produce a budget plan with salaries and costs• Able to maintain good financial practice Able to prepare and present financial data and evaluate, clarify and explain • Financially astute with strong budgetary skills • Able to clarify and explain general employment issues • Able to establish good personnel practice • Ability to manage others as Line Manager • Skilled in the use of Microsoft Office, e.g. Excel • Natural aptitude for working with IT systems • Procurement skills obtaining best value |  | AF,I,R |
| Other | Able to maintain a positive and professional demeanour • Demonstrate a commitment to the school vision, aims and ethos, it’s community and the school improvement agenda • Effective problem solving • Effective communication with a variety of stakeholders • Well developed analytical, strategic planning and organisational skills • Excellent time and priority management and the ability to meet deadlines • Able to handle emergency situations, keeping calm under pressure • Excellent interpersonal skills • An ability to lead and also to work as a team member • Ability to be self-reliant and accountable for own workload • Ability to be confidential with sensitive information • Ability to be organised and efficient • Ability and desire to learn new finance packages as required and changes made | Understanding, commitment and enthusiasm for SEND education | AF,I,R |