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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  AF  I |
| 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 |