| **CRITERIA** | **ESSENTIAL QUALITIES** | **DESIRABLE QUALITIES** |
| --- | --- | --- |
| **Qualifications and training** | * Educated to A level standard (or equivalent)
* Willingness to undertake training as required
 | * Diploma of School Business Management or an accountancy qualification equivalent to Level 5 or above
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| **Experience** | * Experience of working in a finance/accounts department with experience of producing monthly management accounts and reconciliations
* Experience of working in a leadership & management role, including leading and managing teams and resources
* Setting and managing budgets
* Writing and presenting financial reports
* Developing administrative and financial procedures
 | * Previous school office experience
* Experience of HR
* Understanding of CFR framework
 |
| **Skills and knowledge** | * Excellent numeracy and literacy skills
* Expert knowledge of financial management
* Excellent IT skills including using Microsoft Excel and Word
* Excellent attention to detail and ability to keep accurate records
* Strong communication skills - both written & oral
* Confident to liaise with and build effective working relationships with stakeholders including, governors, staff, parents, children and contractors
 | * Experience of Arbour finance/budget software
* Understanding of Data Protection and confidentiality
* Able to use a variety of online resources and websites
* Networking skills
 |
| **Leadership Skills** | * Ability to create and manage effective monitoring systems
* Ability to set realistic goals for yourself, your team and prioritise
* Ability to maintain a culture of high expectations
* Ability to problem solve under pressure
 | * Ability to hold staff accountable and exercise appropriate delegation
* Ability to demonstrate vision with regard to strategic financial and professional development
 |
| **Personal qualities** | * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school
* Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Ability to deal with difficult situations effectively
* Ability to work to strict deadlines
* Ability to think analytically and problem solve
* Reliable and flexible
* Able to act on own initiative
* Commitment to maintaining confidentiality at all times
* Commitment to the safeguarding of children and equality for all
 | * Calm & understanding
* Positive outlook
* Desire to be fully involved in the daily life of the school
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**Note:**

*This job description may be amended at any time in consultation with the postholder*