| **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 |
| **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 |

**Note:**

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