



CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Educated to A level standard (or equivalent)</li> <li>Willingness to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of School Business Management or an accountancy qualification equivalent to Level 5 or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a finance/accounts department with experience of producing monthly management accounts and reconciliations</li> <li>Experience of working in a leadership &amp; management role, including leading and managing teams and resources</li> <li>Setting and managing budgets</li> <li>Writing and presenting financial reports</li> <li>Developing administrative and financial procedures</li> </ul>	<ul style="list-style-type: none"> <li>Previous school office experience</li> <li>Experience of HR</li> <li>Understanding of CFR framework</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent numeracy and literacy skills</li> <li>Expert knowledge of financial management</li> <li>Excellent IT skills including using Microsoft Excel and Word</li> <li>Excellent attention to detail and ability to keep accurate records</li> <li>Strong communication skills - both written &amp; oral</li> <li>Confident to liaise with and build effective working relationships with stakeholders including, governors, staff, parents, children and contractors</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Arbour finance/budget software</li> <li>Understanding of Data Protection and confidentiality</li> <li>Able to use a variety of online resources and websites</li> <li>Networking skills</li> </ul>
<b>Leadership Skills</b>	<ul style="list-style-type: none"> <li>Ability to create and manage effective monitoring systems</li> <li>Ability to set realistic goals for yourself, your team and prioritise</li> <li>Ability to maintain a culture of high expectations</li> <li>Ability to problem solve under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Ability to hold staff accountable and exercise appropriate delegation</li> <li>Ability to demonstrate vision with regard to strategic financial and professional development</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets and reputation of the school</li> <li>Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Ability to deal with difficult situations effectively</li> <li>Ability to work to strict deadlines</li> <li>Ability to think analytically and problem solve</li> <li>Reliable and flexible</li> <li>Able to act on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>Calm &amp; understanding</li> <li>Positive outlook</li> <li>Desire to be fully involved in the daily life of the school</li> </ul>



	<ul style="list-style-type: none"><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to the safeguarding of children and equality for all</li></ul>	
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**Note:**

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