



ST. EDWARD'S ROYAL FREE ECUMENICAL MIDDLE SCHOOL

LEARNING TOGETHER IN CHRIST

SERVICE EXCELLENCE RESPECT FAITH

Person Specification for Finance Administration Manager

The governors are looking to appoint someone with the following qualities, characteristics and experience to be the Finance Administration Manager at our school. The successful candidate(s) will:

Essential	Desirable
Qualifications	
GCSEs, including English and Maths (or equivalent)	Level Three qualification (e.g., A 'Levels, NVQ etc.)
Proven experience of finance, human resources or a similar field / or qualification in Finance Management.	Experience of using MS office and in particular Excel.
Experience of managing multiple priorities.	Experience of project management.
Experience & Knowledge	
Strong organisational, financial, interpersonal and communication skills.	Experience of a similar role in a school or education environment.
Ability to use own initiative to identify issues, problem solve and implement solutions.	Ability to interpret information and devise policy or practice.
Ability to work quickly and efficiently with minimum supervision.	Experience of using a school management information system (e.g. SIMs / FMS).
Ability to communicate clearly both in writing and orally with a wide range of audiences.	Ability to line manage and performance manage others.
Ability to persuade, motivate, negotiate and influence.	
Knowledge of Equality and Diversity.	
Knowledge of Keeping Children Safe in Education and safeguarding in schools	

Skills	
Have very good communication and interpersonal skills and be able to work as part of a team.	Be able to use technology efficiently and effectively to ensure the smooth running of a department.
The ability to remain calm under pressure and be resilient.	Be able to analyse costs and present data on expenditure and new initiatives.
Organisation skills and the ability to prioritise workload and meet deadlines.	
Ability to perform efficiently whilst under pressure.	
Set consistently high expectations of self and others.	
Ability to self-evaluate learning needs and actively seek learning opportunities and study.	
Be in sympathy with and able to support the school's vision and values, and be sympathetic to and supportive of its Christian ethos.	
Be active in promoting and safeguarding the welfare of our pupils at all times.	
Have the ability to be flexible and respond to changing circumstances.	

The successful candidate will be required to undergo a full DBS check prior to taking up this post.