

Leechpool Primary School



Person/Skills Specification

Finance and Human Resource Administrator

Qualifications and experience	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Academic qualifications to appropriate standard. 	<ul style="list-style-type: none"> Financial qualification – AAT or equivalent qualification, OR Human Resources or School Business Manager specific qualification, i.e. DSBM, CSBM, ADSBM
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> Member of National Association of School Business Management or other professional association.
Experience	<ul style="list-style-type: none"> Accounting experience including experience of computer accounting packages. Experience of the following areas: financial planning, budgets and budget setting, financial reporting, procurement, and fixed assets, change projects, HR. 	<ul style="list-style-type: none"> Managing within an educational environment.
Knowledge and skills	<ul style="list-style-type: none"> Excellent numerical skills and a keen eye for detail. Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to project manage schemes. A team player with the ability to work on own initiative and able to lead individuals. Evidence of high-level competency in the use of a range of IT packages (Word and Excel essential). 	<ul style="list-style-type: none"> Knowledge of Bromcom accounting package and HCSS budgeting package. Understanding of promoting positive relationships with the wider school community. Strategic management including cash flow management.
Motivation and expectations	<ul style="list-style-type: none"> Highly developed interpersonal and communication skills. Flexibility. Ability to work under pressure and meet tight deadlines. Able to work alongside a highly motivated staff team. Able to work independently, using initiative. Desire and determination to learn and improve personal effectiveness. Enthusiastic, energetic personality with a sense of humour and the ability to remain smiling through challenging situations. 	<ul style="list-style-type: none"> Staff management, including motivation, coaching and mentoring skills.