**PERSON SPECIFICATION**

**POST: FIANACE & FACILITIES MANAGER**

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| **Minimum Essential Qualifications** | Indicative Method of Assessment |
| NVQ 4, degree, or equivalent qualification (eg Certificate in School Business Management) | Application Form |
| Excellent Numeracy / Literacy skills | Application Form |
| Excellent Financial Management Skills | Application Form |
| Have detailed knowledge and skills within the specialist disciplines of Finance | Application Form |
| Minimum of 2 years’ experience in accounts and finance, preferably in a school setting | Application Form, Interview |
| Be able to use a range of standard software, e.g. word, Excel and SIMs | Application Form, Interview |
| Experience of monitoring and evaluating whole school budget, including providing reports for Governors | Application Form, Interview |
| Experience of forming effective relationships with managers, pupils, teachers, parents and Governor | Application Form, Interview |
| Experience of supporting management to deliver effective best practice | Application Form, Interview |
| **Professional Knowledge, Experience and Skills** | **Method of Assessment** |
| Experience in accounts / finance, preferably in a school setting | Application Form, Interview |
| Knowledge of current administrative and financial requirements for schools | Application Form, Interview |
| Full working knowledge of relevant policies/codes of practice/legislation | Application Form, Interview |
| Excellent written and oral communication skills | Application Form |
| Excellent Financial Management Skills | Application Form |
| The ability to administer a payroll system | Application Form |
| **Experience and Training** | **Method of Assessment** |
| Good presentational and ICT skills | Application Form, Interview |
| Evidence of continuing Professional Development | Application Form, Interview |
| Experience of working effectively in or with schools in a finance capacity | Application Form, Interview |
| A clear understanding of equality and diversity | Application Form, Interview |
| **Key Behaviors and Skills** |  |
| **Collaborative working** - Create and maintain effective working relationships with individuals, teams, colleagues and own and other managers | Application Form, Interview |
| **Communication** - Deliver messages, ideas and information, in a manner that promotes understanding to a variety of audiences. Receive, understand and interpret information from others | Application Form, Interview |
| Ability to self-evaluate learning needs and actively seek learning opportunities | Application Form |
| **Change Management** - Contribute to and support change to improve and develop services | Application Form, Interview |
| **Key Relationships** | **Method of Assessment** |
| CYPD Consultants - for guidance and support as required | Application Form, Interview |
| Headteacher and Governors - to support delivery of service as required | Application Form, Interview |

This Person Specification outlines the skills, qualifications and experience needed to do this job.

The Person Specification is one of the things used to shortlist candidates for interview and therefore applicants should try to match their skills, experience and qualifications to the Person Specification and put these on their application form.