

## Person Specification

	Criteria	Essential/ Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 3 Diploma or equivalent in Finance/Business Administration</li> <li>Certificate in School's Business Management</li> </ul>	 D  D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a finance role.</li> <li>Experience of working in a school setting.</li> <li>Line management experience.</li> <li>Experience of contributing to staff development.</li> <li>Experience of human resources</li> <li>Experience of data protection.</li> <li>At St Peter's we use all of SIMS, FMS, BPS and Sage 50. Experience of all/any of these systems is advantageous</li> <li>Experience of working in a primary school.</li> </ul>	 E D D D D D D D
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Methodical attention to detail.</li> <li>Excellent front of house manner, for use when dealing with parents.</li> <li>The understanding that financial considerations must be reviewed to deal with the priority of supporting our children to the utmost.</li> </ul>	 E E  E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Comprehensive knowledge of financial management.</li> <li>Effective communication and interpersonal skills.</li> <li>Ability to understand the needs within the school and build effective working relationships with staff and all stakeholders.</li> </ul>	 E E D