

’Believe, Excite, Succeed, Together’

Job specification

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| Criteria | Essential | Desirable |
| Knowledge and qualifications | A sound knowledge of financial management and basic accounting procedures. | Understanding of promoting positive relationships with the wider community. |
| Computer literate. Well-developed IT expertise, including spreadsheets. Basic knowledge of IT system security. | Working knowledge of school computerised financial systems (Access, Prime account, integris). |
| Relevant experience, SBM or finance qualification | Up to date knowledge of School Finances. |
|  | Familiarity with pay and conditions of maintained school staff. |
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| Experience | Experience of managing strategic financial plans. | Experience of premises and or site management. |
| Experience of monitoring a budget and analysing /producing written financial reports. | Experience of reporting to and working with a Governing body. |
| Experience of managing budgets, financial reporting, procurement and fixed assets. | Experience of school finance systems |
| Managing HR. | Experience of successful income generation. |
| Experience of providing high – level administrative support including managing staff. |  |
| Skills and competencies | Ability to set and work to agreed targets, prioritise and use initiative. |  |
| Ability to communicate effectively with people at all levels. |  |
| Ability to construct and write bids for financial funding or whole school projects. |  |
| Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, parents, governors and external organisations. | Degree or equivalent of higher education qualification e.g SBM. |
| Ability to collate statistical data. |  |
| Others | A motivated and dedicated individual who can work under pressure and meet deadlines. |  |
| Would be willing to work outside of the normal working hours on occasion with prior notice and can be flexible with hours when needed. |  |
| A willingness to embrace the functions, duties and Christian ethos of a church school. |  |