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<b>Job title</b>	<b>Business Development Senior Officer</b>
<b>Service</b>	<b>Schools Financial Services</b>
<b>Salary</b>	<b>KR9</b>
<b>Reporting to</b>	<b>Business Development Lead Officer</b>

## Job purpose:

To develop and administer information systems and software operated by Schools Financial Services and its customers. To provide support, assistance and advice to system users.

To develop and maintain procedures and guidance notes in relation to all newly developed systems and software to ensure effective delivery of support to schools.

To support /deputise for the Business Development Lead Officer as required.

To support the requirements of the marketing strategy.

**Please note:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex A: Main accountabilities:

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1. Operationally manage all information systems and software for Schools Financial Services. Ensure information systems and software meet customer requirements and expected service levels.
2. Research, develop and ensure implementation of tools to support the financial needs of schools, academies and Schools Financial Services.
3. To deputise for the Business Development Lead Officer when necessary.
4. Manage the rollout of new software products and developments as requested to support income in line with strategic policies.
5. Devise and deliver training to ensure Schools Financial Services staff use all systems competently.
6. To support the Quality Assurance programme, deliver and maintain the virtual school environment.
7. Install new applications and customise existing applications to preserve longevity and ensure Schools Financial Services continue to meet business needs.
8. Ensure the Business Support Officers are trained in relation to systems and be the expert for any queries.
9. Utilise systems to promote Schools Financial Services to increase income in accordance with the marketing strategy.
10. Support the delivery of all business requirements of Schools Financial Services.

## Annex B: Person specification: Business Development Senior Officer

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The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	MINIMUM
Qualifications	<ul style="list-style-type: none"><li>Financial/IT qualification or equivalent and/or proven ability to do the job</li></ul>
Experience	<ul style="list-style-type: none"><li>Experience in working with a wide range of IT systems preferably in a finance environment</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>Excellent IT skills including Microsoft office including Excel and web based programmes</li><li>Ability to adapt to new IT systems</li><li>Excellent written and verbal communication skills</li><li>Ability to work on own and as part of a team</li><li>Excellent organisational skills</li><li>Training and developing skills</li><li>Ability to maintain confidentiality</li><li>Good research, analytical and interpretive skills</li><li>Fluent in English</li></ul>
Knowledge	<ul style="list-style-type: none"><li>An understanding of national and local policies, financial controls and procedures</li><li>Working knowledge of school finance systems</li><li>Working knowledge of IT programmes</li></ul>

## Annex C: Company values and expectations:

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At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.