**Person Specification**

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|  | **Criteria** | **Essential/****Desirable** |
| **Qualifications** | * Level 3 Diploma or equivalent in Finance/Business Administration
* Certificate in School’s Business Management
 | DD |
| **Experience** | * Experience of working in a finance role.
* Experience of working in a school setting.
* Line management experience.
* Experience of contributing to staff development.
* Experience of human resources
* Experience of data protection.
* At St Peter’s we use all of SIMS, FMS, BPS and Sage 50. Experience of all/any of these systems is advantageous
* Experience of working in a primary school.
 | EDDDDDDD |
| **Skills/Abilities** | * Methodical attention to detail.
* Excellent front of house manner, for use when dealing with parents.
* The understanding that financial considerations must be reviewed to deal with the priority of supporting our children to the utmost.
 | EEE |
| **Knowledge** | * Comprehensive knowledge of financial management.
* Effective communication and interpersonal skills.
* Ability to understand the needs within the school and build effective working relationships with staff and all stakeholders.
 | EED |