**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 | D  D |
| **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. | E  D  D  D  D  D  D  D |
| **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. | E  E  E |
| **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. | E  E  D |