



St Teresa's Catholic Primary School

01233 622797



QUALIFICATIONS / TRAINING:

*It is **essential** that the post holder has a:*

Relevant financial qualification

*It is **desirable** that the post holder has:*

Knowledge of SIMS and schools' financial packages, PSF

EXPERIENCE / KNOWLEDGE:

*It is **essential** that the post holder has:*

Significant experience in administrative and finance roles

*It is **desirable** that the post holder has:*

Previous experience of working in a school finance environment.

SKILLS AND ABILITIES:

*It is **essential** that the post holder has:*

Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.

Ability to work under the direction of others and as part of a team;

Leadership skills, guiding school efforts towards the most efficient and economic business solutions;

Initiative and *can do* approach ;

Commitment to confidentiality and honesty;

Strong interpersonal and communication skills, both written and verbal, to negotiate and liaise with a range of stakeholders while maintaining an assured and professional manner;

Strong organisational and time management skills, the ability to manage priorities and to meet demanding deadlines, work accurately and methodically under pressure, always remaining calm and consistent;

The ability to be well organized but also flexible enough to respond to rapidly changing situations.

Highly developed ICT skills.

KNOWLEDGE:

*It is **essential** that the post holder has:*

Thorough technical knowledge of day to day financial administration processes and protocols;

The ability to build and maintain successful relationships with stakeholders, treat them calmly, consistently, with respect and consideration;

Sound working knowledge of site, personnel and office administration and processes;

The ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice;



St Teresa's Catholic Primary School

01233 622797



The ability to improve their own practice through observations, evaluations and discussion with colleagues.

ADDITIONAL FACTORS:

*It is **essential** that the post holder has:*

The willingness to undertake training in relevant areas to develop skills necessary to support your role;

Ability to respect confidential information;

A sense of humour;

Excellent health and attendance record;

Smart appearance;

A commitment to equal opportunities.

This post is subject to a Criminal Records Bureau enhanced disclosure check, Health Checks, and appropriate references.

Version: Oct 2020