

# Old Fletton Primary School

## Person Specification – Finance and Premises Manager

E = Essential

D = Desirable

Criteria	E/D	How identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Recognised School Bursar/Business manager qualification</li> <li>Diploma in Business Studies or accountancy qualification</li> </ul>	D D	Application Application
<b>Skills</b> <ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> <li>Ability to work independently demonstrating initiative and proactivity</li> <li>Ability to work in an organised and methodical manner</li> <li>Ability to develop and maintain efficient record-keeping systems</li> <li>Ability to produce accurate records and reports as required</li> <li>Ability to communicate with a wide range of audiences, including other school employees, parents, governors, contractors, suppliers and Local Authority officers.</li> <li>Be able to identify work priorities and manage own workload to meet deadlines</li> <li>Ability to negotiate best value</li> <li>Ability to problem solve</li> <li>Receptive to new ideas, approaches and challenges</li> </ul>	E E E E E E E E E E E	Interview/Application Interview/Application Interview Interview Interview Interview Interview Interview Interview Interview Interview/Application
<b>Experience</b> <ul style="list-style-type: none"> <li>Expert knowledge of financial management, including strategic financial planning, budget monitoring, account reconciliation and contract management</li> <li>Experience of producing a variety of financial reports</li> </ul>	E E	Application Application
<b>Knowledge</b> <ul style="list-style-type: none"> <li>A sound knowledge of the financial workings of a school or similar organization</li> <li>A sound knowledge of budget management and accounting techniques</li> <li>A sound knowledge of a range of computer applications including bespoke financial management systems</li> </ul>	E E E	Application Application/Interview Application/Interview
<b>Personal attributes</b> <ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>Acting with integrity and honesty to safeguard the assets, financial probity and reputation of the school</li> <li>High standards of customer service</li> </ul>	E E E	Interview Interview Interview

<ul style="list-style-type: none"> <li>• Committed to equality and diversity</li> <li>• Committed to own continuing professional development</li> </ul>	E E	Interview Interview
Safeguarding <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children and young people</li> <li>• To have a good understanding of the safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Show a personal commitment to safeguarding</li> </ul>	E E E E	Interview Interview Interview Interview