



Finance and HR Manager Person Specification

FACTORS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Demonstrate recent and relevant training and awareness of administration procedures, personnel matters or finance</p> <p>Good GCSE Maths and English qualifications or equivalent</p>	<p>Certificate of School Business Manager (CSBM) or equivalent</p> <p>Recognised Financial or Accountancy Qualification</p>
SKILLS AND KNOWLEDGE	<p>We are open to candidates who have either a financial or HR background and would welcome the opportunity to widen their experiences through additional training once in post.</p> <p>Experience of a working in a school office or financial environment</p> <p>Knowledge of financial processes and procedures</p> <p>Experience of administrative processes</p> <p>Possession of strong ICT skills (especially Word and Excel) and experience in using a range of ICT packages for analysis and reporting</p> <p>Attention to detail and ability to gather information and data from different internal and external sources to identify trends and make decisions</p> <p>Effective written and oral presentation of analysis, trends or recommendations to stakeholders</p> <p>Able to prioritise own workload within a changing environment, supporting colleagues and other school needs as required</p> <p>Able to work to deadlines, identifying key outcomes and taking timely action to ensure completion</p> <p>Awareness of the OFSTED framework and its links to the school improvement / development process and the importance of Safeguarding in a school</p>	<p>Experience of Operating procedures</p> <p>HR experience</p> <p>Able to support / influence decision making at a strategic level</p> <p>Experience of OFSTED or other school inspection / checking procedures</p>

<p>PERSONAL QUALITIES</p>	<p>Ability to work under pressure and remain positive, enthusiastic and resilient</p> <p>Calm, professional and diplomatic, able to gain confidence of colleagues, parents and other stakeholders</p> <p>Confidentiality, reliability and integrity</p> <p>Co-operative style of working, seeking and valuing others input and expertise</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and school performance</p> <p>Adaptability and openness to change</p> <p>Commitment to upholding our Church School ethos</p>	<p>Highly developed interpersonal skills including influencing skills</p> <p>Seeks new opportunities, willing to tackle more long term and in depth problems</p>
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