

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: FINANCE AND ADMINISTRATION MANAGER



	Essential	Desirable	Measured by
Qualifications Training	<ul style="list-style-type: none"> • Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. . • CSBM Qualified or a recognised management/business qualification or equivalent related professional qualification. . • Commitment to training 	<ul style="list-style-type: none"> • AAT Qualified/Membership . • DSBM Qualified . • CIPFA Financial Reporting for Academies Trained . • Educated to degree level in a relevant subject to complement the role. 	A/Q
Knowledge and Experience	<p>Work towards knowledge and experience</p> <ul style="list-style-type: none"> • Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation. • Experience of working in a school environment in a finance or business position. • Experience of working in a finance or business position. • Experience in producing reports and advising senior leaders/managers on the findings of projects/reviews. • Evidence of success in building and forming working relationships across professional and operational boundaries. • Advanced computer literacy skills, especially in accounting methods, spreadsheets and school management information systems. • Knowledge & understanding of Health & Safety legislation including risk assessment etc. 	<p>Work towards knowledge and experience</p> <ul style="list-style-type: none"> • School Senior Leadership Team experience • Experience of income generation through bid writing/securing external funding • Experience of project management, planning, managing and monitoring of work. . • Knowledge and understanding of GDPR legislation and requirements 	A/I/R
Skills and Ability	<ul style="list-style-type: none"> • Ability to manage own work effectively using initiative to achieve objectives • Ability to delegate and manage team members • Analytical skills - analyse complex data and information and use this to monitor and support activities to promote solutions. 	<ul style="list-style-type: none"> • Project Management Skills • Full working knowledge of relevant policies/codes of practice. • Full working knowledge of 'Keeping Children Safe in Education', the Admission Code of Practice and any other relevant Ofsted/DfE guidance relating to Safeguarding/ Child Protection. 	A/I/R

	<ul style="list-style-type: none"> • Good negotiation skills in order to negotiate contracts and ensure value for money • Ability to work in a challenging environment • Ability to produce accurate work to tight deadlines • Excellent communication skills and the ability to work and influence at all levels • Organised approach to work in relation to professional standards and competencies • Good IT skills across a range of IT packages • Flexible approach to changing work tasks and prioritising to specific needs • Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery • Ability to maintain confidentiality at all times • Excellent oral/written communication and negotiation skills. • Able to deliver value for money initiatives • Knowledge of safeguarding responsibilities within an education environment. • Evidence drive, enthusiasm and commitment in the achievement of business objectives. 	<ul style="list-style-type: none"> • Knowledge and understanding of Prevent duty. • Understanding of the importance of appropriate sharing of information to ensure effective safeguarding. • Understanding of educational enterprise issues 	
Personal Qualities and Attitude	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people- • Work accurately and methodically with attention to detail • Deal sensitively with people to resolve conflict • High level of emotional intelligence • Ability to cope well with pressure and keep calm in challenging situations • Friendly and outgoing • Ability to develop and maintain professional relationships • Commitment to high standards • Commitment to team work • Willingness to learn • Humour and resilience • Reliability and integrity 		A/I/R

Measured by Key:
A - Application form

I - Interview

Q - Qualification check

R - References