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| CRITERIA | | ESSENTIAL/ DESIRABLE | HOW MEASURED |
| Qualifications & Training | Educated to GCSE or equivalent level, with English and Mathematics GCSE or equivalent at Grade C or above as a minimum.  Hold or be willing to undertake a recognised accountancy qualification, e.g. AAT | E  D | A,I |
| Experience, Skills, Abilities and Attributes | Evidence of finance, business and administrative management experience to support the day-to-day operation of an establishment / company within financial restraints.  Experience of managing change and implementing new systems/procedures/ controls.  Working knowledge of financial software / systems. (Parent pay, FMS and  Arbor) would be a distinct advantage, although training will be provided.  Sound working knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value.  Able to communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in person an over the telephone.  Ability to cope with interruptions.  Ability to manage and prioritise own workload  Be a strong team player and work well with other members of the office team.  Be adaptable and flexible, with a ‘can do’ attitude  Good interpersonal skills.  Ability to work efficiently and accurately, with excellent attention to detail.  Willingness to learn.  Ability to develop and maintain effective computerised and manual filing systems.  Ability to work on own initiative and prioritise personal workload to meet deadlines. | E      D    E  E  E  E  E  E  E | A, I |
| Knowledge | Knowledge of administrative/ finance procedures and financial standards.  Good working knowledge of Microsoft software packages, e.g. Word, Excel and Power Point  Knowledge of the funding regulations applied to the academy sector and how this relates to day-to-day tasks.  An understanding of safeguarding responsibilities within an educational setting. | E  E  E  E | A, I |
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