

Regent Farm First School  
Finance Officer Personal Specification



<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Recognised management/business degree, NVQ 3/ 4 or equivalent related professional qualification.	Further finance specific qualification i.e. DSBM, CSBM. ADSBM	Application Form & Certificates
<b>Training</b>	Evidence of Continuing Professional Development.		Application form Interview process
<b>Experience</b>	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets.  Several years' experience working in an office environment	Managing within an educational environment.  To have experience of writing bids to secure additional funding for school.	Application Form Interview process
<b>Knowledge &amp; Skills</b>	Able to deliver services and systems applicable for effective school management.  Able to deliver value for money initiatives.  Fully working knowledge of relevant policies/codes of practice and awareness of relevant legislation  Able to strategically influence decision making within the school.  Able to use a range of ICT packages. e.g. SIMs, Excel Excellent maths/English/ICT skills  Ability to relate well to children and adults and good communication skills.  Excellent organisation skills	Understanding of educational enterprise issues.  Understanding of and promoting positive relationships with the wider school community.	Application Form Interview process

Regent Farm First School  
Finance Officer Personal Specification

<p><b>Personal Qualities</b></p>	<p>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</p> <p>Will support and demonstrate commitment to the school vision</p> <p>Open, honest and an active listener</p> <p>Takes responsibility and accountability</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Committed to the needs of the pupils, parents and other stakeholders</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</p> <p>Communicates effectively</p> <p>Has the ability to learn from experiences and challenges</p> <p>Will seek advice and support when necessary.</p>	<p>Is adaptable to change/embraces and welcomes change.</p> <p>Acts with pace and urgency being energetic, enthusiastic and decisive</p> <p>Deal sensitively with people and resolve conflicts.</p>	<p>Application Form Interview process</p>
----------------------------------	--	---	---