

**Person Specification  
School Funding Specialist  
Education and Skills**



**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Minimum of AAT qualified, or part CCAB qualified or to degree level in relevant subject.
- Strong analytical skills, with the ability to research, analyse and present complex data and information appropriately to specific stakeholders
- Experience of forecasting, monitoring and reporting on multi-year budgets and assessing financial sustainability.
- Experience of interpreting and applying relevant technical guidance and regulations including accounting standards, concepts and conventions.
- Experience of systematic reviews of operational processes with aptitude for identifying appropriate improvements to financial systems and controls
- Excellent ICT skills using a wide range of software packages including Microsoft Office (e.g., Word, Excel, PowerPoint)
- Ability to advise and support internal colleagues and schools on relevant policies, processes and procedures
- Excellent organisational and time management skills, ability to prioritise workloads
- Experience of working and communicating effectively with internal and external stakeholders
- Effective written communication, report-writing and presentation skills

**Desirable**

- Experience of working (directly or indirectly) within an education environment
- Understanding of current policy, legislation and best practice relating to School Funding
- Experience of providing support and challenge to Headteachers and colleagues
- Supervisory skills
- Relevant post-graduate qualification or equivalent experience

**Part B**

The following criteria will be further explored at the interview stage

- Understanding of current policy, legislation and best practice relating to education funding, including accounting concepts and principles
- Experience of setting multi-year budgets and assessing the financial sustainability
- Evidence of reviewing and recommending changes to improve business processes

- Effective interpersonal skills including reporting and presenting skills
- Ability to gather complex information and present it in a clear, effective manner
- Ability to prioritise work when faced with conflicting demands
- Understanding of the Council's equality policy and applying this in all aspects of employment and service delivery

### **Additional Requirements**

Flexible approach to work, location, duties and hours

The successful candidate will:

1. Keep themselves and others informed of all relevant Department for Education (DfE) regulations, legislation and updates
2. Be proactive in sharing information with relevant colleagues and schools
3. Flexible approach to work, location, duties and hours
4. Commitment to equality and diversity