**SACRED HEART CATHOLIC HIGH SCHOOL**

**PERSON SPECIFICATION FOR FINANCE MANAGER**

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| **A SKILLS, KNOWLEDGE AND APTITUDES** |
| **Essential:*** Good knowledge of financial regulations
* Excellent literacy/numeracy skills
* Competent in the use of ICT packages including Word, Excel, etc…
* Communicates well orally and in writing at all levels
* Able to plan, organise and prioritise
* Understanding of safeguarding procedures

**Desirable:*** Good knowledge of financial regulations
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|  **B QUALIFICATIONS AND TRAINING** |
| **Essential:*** Recognised management/business degree; OR
* NVQ 3/ 4 or equivalent related professional qualification.

**Desirable:*** School Finance/Finance/HR specific qualification i.e. AAT, DSBM, CSBM. ADSBM or equivalent
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| **C** **EXPERIENCE** |
| **Essential:*** Admin experience including the management, development and operation of admin systems and procedures
* Use of ICT including Excel, dedicated finance management packages and management information systems
* Experience of administering budget and financial matters in a school or other large complex organisation
* Experience of working in a busy and demanding environment

**Desirable:*** Experience of school information and financial systems e.g. SIMS
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| **D PERSONAL QUALITIES** |
| **Essential:*** Have a positive outlook and form excellent working relationships
* Able to remain calm under pressure
* A sense of humour and perspective
* Willingness to be flexible
* Professional appearance in dress and manner
* Excellent record of attendance and punctuality
* A positive commitment to improving practice
* Ability to plan and develop efficient and effective systems
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| **E SPECIAL REQUIREMENTS** |
| Essential:* Willingness to actively support the Catholic ethos of the school
* An Enhanced Certificate from the Disclosure and Disbarring Service (formally CRB).
* Additional criminal record checks if applicant has lived outside the UK

**Desirable:** * Practising Catholic

*Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.*  |