**SACRED HEART CATHOLIC HIGH SCHOOL**

**PERSON SPECIFICATION FOR FINANCE MANAGER**

|  |
| --- |
| **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 |
| **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 |
| **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 |
| **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 |
| **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.* |