



PERSONNEL SPECIFICATION

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> Educated to GCSE, with good grades in Maths and English (C or better/or equivalent) Possession or progress toward a finance qualification such as AAT/CIMA 	✓	✓
Experience		
<ul style="list-style-type: none"> Of working in a challenging financial environment Support to managers in discharging their financial responsibilities Effectively prioritising and planning workloads Providing financial advice and assistance Experience of working with the general public Experience of budget monitoring Experience of managing staff 	✓ ✓ ✓ ✓	✓ ✓ ✓
Skills		
<ul style="list-style-type: none"> Complexity of the position requires that the individual is highly disciplined and has excellent organisation skills and a positive can-do attitude Sound knowledge of word-processing (preferably Word) and spread sheets (Excel). Sound practical knowledge of finance and accounting systems. Good organisational, planning and management skills including prioritising tasks and delegating tasks as appropriate. Experience of working with computerised financial management systems. <ul style="list-style-type: none"> Ideally experience of Iris Financials and ParentPay Ability to innovate within own role 	✓ ✓ ✓ ✓ ✓ ✓	✓
Personal		
<ul style="list-style-type: none"> Excellent written and oral communication skills to include production and presentation of complex financial models and reports for technical and non-technical audiences. Good interpersonal skills with the ability to develop and foster effective working relationships. High level of numerical and analytical and problem-solving skills. Able to analyse and use financial data and provide sound financial management advice Able to deal with conflicting priorities and work to policy and operation objectives and timescales. 	✓ ✓ ✓ ✓	✓



<ul style="list-style-type: none">• Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed.• Able to manage challenging dialogues whilst maintaining professional customer relationships.• Able to work flexibly and without close supervision.• Access to own transport to travel between sites	✓ ✓ ✓ ✓	
Administrative		
<ul style="list-style-type: none">• Accounting principles and practice and their application• Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies• Awareness of financial administration processes and procedures	✓ ✓ ✓	
Relations		
<ul style="list-style-type: none">• Excellent interpersonal skills and be able to communicate effectively• Ability to develop good relations with staff and other stakeholders.	✓ ✓	