

Regent Farm First School
Finance Officer Personal Specification



Factors	Essential	Desirable	Assessment Method
Qualifications	Recognised management/business degree, NVQ 3/ 4 or equivalent related professional qualification.	Further finance specific qualification i.e. DSBM, CSBM. ADSBM	Application Form & Certificates
Training	Evidence of Continuing Professional Development.		Application form Interview process
Experience	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
Knowledge & Skills	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

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Personal Qualities	<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</p> <p>Interview process</p>
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