

Mill Green School

PERSON SPECIFICATION: FINANCE MANAGER

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured A I T Application Interview Task
Education and qualifications	<p>Good numeracy and literacy skills</p> <p>Commitment to personal/professional development</p>	<p>AAT or other relevant finance qualification</p>	<p>A/I/T</p> <p>A</p> <p>I</p>
Experience	<p>Significant experience working within an educational setting</p> <p>Use of ICT including Excel, dedicated finance management packages and management information systems</p> <p>Administering budget and financial matters</p> <p>Working in a busy and demanding environment</p> <p>Adhering to financial procedures and regulations</p> <p>Procurement and contract procedure rules</p>		<p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Skills and attributes	<p>Excellent organisational skills, able to handle multiple tasks and meet deadlines</p> <p>Excellent time management skills and the ability to remain calm and focussed under pressure</p>		<p>A/I</p> <p>A/I</p>

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured A Application I Interview T Task
	<p>Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook</p> <p>Ability to work in collaboration with staff, students, parents and other professionals</p> <p>Meticulous attention to detail</p> <p>Problem solving, with a forward thinking and committed approach</p>		<p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
Personal qualities	<p>Highly motivated and self-reliant</p> <p>Adaptable, open to change and willing to take on challenges with enthusiasm</p>		<p>A/I</p> <p>A/I</p>
Other Circumstances	An ability to fulfil all spoken aspects of the role with confidence through the medium of English		I

A = Application
I = Interview
T = Task