

Person Specification – School Finance Business Partner

	Assessed by	Essential	Desirable
Qualifications			
Five GCSEs (or equivalent) including English and maths	A	Y	
A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	A		Y
Recognised accounting or finance qualification (ACA, ACCA, CIMA, CIPFA or equivalent desirable and minimum AAT level essential).	A	Y	
School Business Manager qualification or desire to work towards (for example, level 4 School Business Management Diploma)	A		Y
Experience			
Experience of working with children or in a school setting	A		Y
Experience of procurement and tendering	A	Y	
Experience of relevant management accounting in an organisation (ideally in an education environment)	A	Y	
Knowledge and understanding			
Understanding of school/public sector finance/resources processes and procedures	A/I		Y
Understanding of budgetary management	A/I	Y	
Commitment to high professional standards	A/I	Y	
Able to demonstrate integrity, confidentiality, discretion and diplomacy	A/I	Y	
Able to create an attractive, tidy, stimulating and safe environment to work in and in which to welcome visitors	A/I	Y	
An openness and receptiveness to new ideas, approaches and challenges	A/I	Y	
Skills and attributes			
Excellent ICT skills including word and excel	A/I	Y	
Excellent written and verbal communication	A/I	Y	
Excellent attention to detail	A/I	Y	
Highly developed interpersonal skills and ability to manage a team	A/I	Y	
Ability to use initiative and prioritise work	A/I	Y	
Ability to apply analytical skills in order to produce accurate, timely and meaningful information	A/I	Y	
Ability and confidence to coach and mentor staff and tackle under performance	A/I	Y	
Values			
Uphold and promote the faith values and Catholic life of the schools	A/I	Y	
Respect the uniqueness of each individual regardless of gender, ethnicity, faith, social background or ability	A/I	Y	
Display commitment to the protection and safeguarding of children and young people.	A/I	Y	

Assessed via: A – Application Process I – Interview Process

