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| Morecambe Community High SChool  |
| DIRECTOR OF BUSINESS & FINANCE PERSON SPECIFICATION |
|  | **ESSENTIAL** |  | Desirable |
| **Education & Qualifications**  |
| E1 | Degree and/or professional qualification at level 4 or above (eg finance, management etc) | D1 | A recognised accounting qualification (eg CIMA, ACCA, AAT) |
| E2 | Maths & English GCSE at grade C or above (or equivalent) | D2 | IT qualification |
| E3 | School business management qualification (eg CSBM, DSBM, ADSBM) | D3 |  |
| E4 | Evidence of continuous professional development | D4 |  |
| **Experience, Skills & Knowledge** |
| E4 | Substantial experience of financial planning, budget setting, monitoring and reporting in the public sector or charities setting | D4 | Experience of working in an educational finance setting |
| E5 | Knowledge and experience of facilities management | D5 | Knowledge of accounting concepts and principles |
| E6 | Significant experience of successfully leading diverse teams | D6 | Experience of HR procedures and knowledge of employment legislation |
| E7 | An entrepreneurial approach to achieving best value and maximising income | D7 | Knowledge and understanding of payroll processes |
| E8 | Significant experience in the use of IT software including financial management systems and Microsoft Office | D8 | Experience in the completion of financial returns  |
| E9 | A proven ability to problem-solve and achieve results | D9 | Experience of developing, implementing, monitoring and reviewing policies |
| E10 | Must be proactive and able to use initiative | D10 | Project management experience |
| E11 | Excellent written and verbal communication skills | D11 | Knowledge of Health & Safety legislation |
| E12 | The ability to work independently and to a high level of accuracy | D12 | Experience of public sector procurement |
| E13 | Must be able to support the community ethos of the school in an area of significant deprivation | D13 | Membership of NASBM, LASBM or other regional school business management networking group |
| **PERSONAL ATTRIBUTES**  |
| E14 | As a full member of SLT, the postholder must be able to act with professionalism, courage and integrity at all times  |
| E15 | Must demonstrate a can do attitude and positive outlook  |
| E16 | Must demonstrate a commitment to safeguarding our students and acting to improve their life chances in all decision making.  |