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| **Rheolwr Busnes a Chyllid**  **Cyfeirnod y swydd:**  **Lleoliad: Ysgol Uwchradd Prestatyn**  **Cyflog: Gradd 10**  **Parhaol**  **Swydd Allanol** |  | **Business & Finance Manager**  **Job reference:**  **Location: Prestatyn High School**  **Salary Grade 11**  **Full time - Permanent**  **External vacancy** |
| Ar hyn o bryd rydym yn chwilio am unigolyn brwdfrydig, hunan-ysgogol i ddarparu cefnogaeth ariannol a rheolaeth weithredol strategol i'w hysgolion.  Rydym yn chwilio am unigolyn sydd â'r gall i ymgysylltu'n effeithiol â Phennaethiaid a’r Cyrff Llywodraethol trâ hefyd â’r hyder i herio penderfyniadau a gwneud argymhellion ar gyfer gwella i gynnal y defnydd effeithiol o adnoddau o fewn yr ysgol.  Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geirdaon boddhaol.  Os hoffech drafod unrhyw agwedd ar y swydd hon, ffoniwch yr ysgol.  Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk  Rhaid i CV fod ynghlwm â ffurflen gais Cyngor Sir Ddinbych wedi’i chwblhau. Mae’n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i’r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.  **Dyddiad Cau: 5 Rhagfyr 2019**  **Dyddiad Cyfweld: 13 Rhagfyr 2019** |  | We are currently seeking an enthusiastic, self-motivated individual to provide strategic financial and operational management support to their schools.  We are looking for an individual who has the ability to engage effectively with Headteachers and Governing Bodies, whilst also having the confidence to challenge decisions and make recommendations for improvement to maintain the effective use of resources within the school.  Appointment subject to Disclosure & Barring Service Check and satisfactory references.  If you would like to discuss any aspect of the post, please call the school.  If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk  CVs must be accompanied by a completed Denbighshire County Council Application form. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.  **Closing Date: 5th December 2019**  **Interview Date: 13th December 2019** |
| **Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a’i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.** |  | **Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.** |

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| **CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD** | |
| **Teitl y Swydd:** | **Rheolwr Busnes a Chyllid** |
| **Graddfa:** | **11** |
| **Gwasanaeth:** | **Addysg** |
| **Maes Gwasanaeth:** | **Ysgolion** |
| **Yn atebol i:** | **Pennaeth** |
| **Cyfeirnod y Swydd / Dyddiad cyhoeddi:** | **03361** |
| **Pwrpas y Swydd** | |
| Bydd deilydd y swydd yn rheoli'r gyllideb ddirprwyedig ar gyfer yr ysgol a sicrhau bod trefniadau monitro cadarn ar waith i gynnal y defnydd mwyaf effeithiol o adnoddau yn unol â rheoliadau ariannol a rheolau sefydlog.  Bod yn uniongyrchol gyfrifol am reolaeth weithredol ariannol yr ysgol.  Cefnogi datblygiad strategol yr ysgol trwy weithio'n agos gyda'r Pennaeth a'r corff llywodraethu.  Bod yn gyfrifol am reoli'r Tîm Cymorth Busnes a bod yn aelod o'r Uwch Arweinyddiaeth i sicrhau bod gwasanaeth cymorth effeithiol ac effeithlon yn cael ei ddarparu i'r ysgol. | |
| **Prif Gyfrifoldebau** | |
| **Cyllid**  Paratoi cyllidebau manwl tair blynedd sy'n dangos sefyllfa'r gyllideb a ragwelir ar gyfer yr ysgol yn seiliedig ar staffio a senarios rhif disgybl a bod cysylltiad â'r blaenoriaethau a nodir yn y cynllun gwella ysgol.  Hwyluso'r broses cynllunio ariannol tymor canolig ar gyfer yr ysgol ac yn gweithio mewn cydweithrediad â'r tîm Cyllid Addysg i sicrhau bod trefniadau monitro cadarn yn eu lle a fydd yn cefnogi nodi arbedion a phwysau ar draws yr ysgol.  Cymryd rôl arweiniol wrth gynorthwyo gyda gosod a monitro'r gyllideb Flynyddol.  Bod yn gyfrifol am reoli cyfleusterau yr ysgol, trafod, rheoli a monitro contractau, caffael, tendrau a chytundebau ar gyfer darparu gwasanaethau i'r ysgol, ac yn gweithio'n agos gyda'r rheolwr safle yn sicrhau adeiladau'r ysgol eu cynnal a'u gweithredu yn unol â gweithdrefnau brys a chadw at ofynion Iechyd a Diogelwch.  Goruchwylio rheolaeth ariannol ffrydiau cyllid allanol trwy ddarparu gwybodaeth amserol a chywir ar grantiau i dîm cyllid y Cyngor a sicrhau bod trefniadau cadarn ar waith sy'n cadw at reolau a rheoliadau ariannol.  Gweithredu cau cyfrifon ar ddiwedd y flwyddyn yn unol â'r Rheoliadau Ariannol a safonau cyfrifyddu proffesiynol.  Rheoli a chydbwyso cyfrifon y Gronfa Ysgol.  **Busnes**  Bod yn gyfrifol am arloesi busnes a nodi rhannau o'r ysgol sydd angen eu gwella, yn strwythurol neu o fewn prosesau i ddatblygu a gwella elfennau busnes a chefnogi'r ysgol.  Rheoli Goruchwyliwr Swyddfa, Rheolwr Safle a staff cymorth eraill yn ôl disgresiwn y pennaeth. Bod yn gyfrifol am Reoli Adnoddau Ariannol / Rheoli Gweinyddiaeth / Gwybodaeth Reoli a TGCh a Rheoli Eiddo a Rheoli Iechyd a Diogelwch yr Ysgol trwy: -   * Trefnu hyfforddiant perthnasol ar gyfer y Tîm Cymorth Busnes.   • Sicrhau bod staff cymorth yn cyflawni eu cyfrifoldebau proffesiynol ac yn cyflawni eu dyletswyddau yn effeithiol.  • Cadeirydd cyfarfodydd staff bob tymor i drafod unrhyw faterion / newidiadau.   * Rheoli'r tîm Rheoli Rhwydwaith / TG ​​yn uniongyrchol. Rheoli'r contract Gwasanaethau a Reolir TG a sicrhau bod staff a myfyrwyr yn cael eu cefnogi'n effeithlon yn amserol.   • Rheoli'r Goruchwyliwr Swyddfa / tîm Gweinyddol yn uniongyrchol gan gynnwys goruchwylio'r Cynorthwywyr Trafnidiaeth a gyrwyr Bws mini.  • Rheoli'r Swyddog Cyllid yn uniongyrchol.  • Rheoli'r Rheolwr Data / tîm Data / Rheolwr Arholiadau yn uniongyrchol.  • Rheoli Rheolwr Safle / tîm rheoli safle yn uniongyrchol.  Rheoli systemau a chysylltu prosesau sy'n rhyngweithio ar draws yr ysgol i ffurfio systemau cyflawn.  Sefydlu a defnyddio dulliau effeithiol i adolygu a gwella systemau gweinyddol.  Bod yn gyfrifol am reoli cyfleusterau'r ysgol, trafod, rheoli a monitro contractau, caffael, tendrau a chytundebau ar gyfer darparu gwasanaethau i'r ysgol, a rheoli a gweithio'n agos gyda'r rheolwr safle i sicrhau bod adeiladau'r ysgol yn cael eu cynnal a'u gweithredu. yn unol â gweithdrefnau brys a chadw at ofynion Iechyd a Diogelwch.  Sicrhau bod pob contract yn cael ei glirio gan y pennaeth a'r pwyllgor cyllid.  Bod yn aelod gweithgar o'r pwyllgor Iechyd a Diogelwch. Fel rhan o'r pwyllgor Iechyd a Diogelwch, sicrhau y glynir wrth yr holl ddeddfwriaeth, polisïau a gweithdrefnau iechyd a diogelwch. Gwneud trefniadau i hyfforddiant iechyd a diogelwch priodol gael ei gynnal.  Sicrhau bod gofynion Cymorth Cyntaf ar waith ar gyfer diogelwch staff a myfyrwyr gan gynnwys cadw cofrestr gyfoes o driniaethau Cymorth Cyntaf, logiau damweiniau a hyfforddi Cymorthwyr Cyntaf.  Gweithio'n rhagweithiol i nodi ffyrdd newydd o weithio a herio'r dulliau presennol o ddarparu gwasanaeth er mwyn lleihau pwysau costau yn y dyfodol a chefnogi amrywiadau posibl mewn gweithgaredd disgyblion.  Datblygu ystod o systemau rheoli perfformiad a gwybodaeth reoli a fydd yn cefnogi'r ysgolion i reoli'r cyllidebau yn effeithiol.  Nodi meysydd arfer gorau yn fewnol ac yn allanol ar draws Awdurdodau Lleol / darparwyr allanol eraill a lledaenu'r arfer gorau hwn trwy ddull a fydd yn creu ac yn hyrwyddo unffurfiaeth ac effeithlonrwydd.  Mynychu amrywiol gyfarfodydd gan gynnwys Grŵp Cyllid a Chymorth Busnes Ysgolion, cyfarfodydd adolygu rheolaidd gyda'r Pennaeth a'r Corff Llywodraethol yn ôl yr angen.  Cynghori'r Pennaeth a'r llywodraethwyr ar y defnydd gorau o adnoddau a fydd yn hwyluso codi a monitro perfformiad yn ogystal â mesur targedau perfformiad cywir ac amserol.  Cysylltu â chontractwyr allanol mewn perthynas â gwaith cynnal a chadw adeiladau.  Rheoli cyllideb yr adeilad gan sicrhau gwerth am arian.  Cymryd cyfrifoldeb am reoli gosodiadau.  Dadansoddi, trin a dehongli data gan ddefnyddio fformiwla Excel uwch i sefydlu systemau i'w defnyddio gan dimau yn yr ysgol ac i baratoi dadansoddiad o ddata i'w gyflwyno mewn cyfarfodydd yn UDA.  Cefnogi'r cynllun recriwtio strategol yn yr ysgol gan sicrhau bod penderfyniadau staffio yn cael eu cynnwys yng nghyllideb yr ysgol. Goruchwylio bod rhaglen sefydlu briodol ar waith ar gyfer staff newydd. | |
| **Adnoddau / Offer / Deunydd** | |
| Ddim yn berthnasol | |
| **Goruchwylio / Rheoli Pobl** | |
| Rheoli llinell y tîm Gweinyddol a Chyllid a'r tîm rheoli Safle (a nifer o staff cymorth eraill yn ôl disgresiwn y pennaeth). | |
| **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad** | |
| Mae'n hanfodol bod deiliad y swydd yn gymwys o leiaf AAT mewn disgyblaeth sy'n gysylltiedig â chyllid. Byddai ceisiadau hefyd yn cael eu hystyried gan ymgeiswyr a allai fod yn gweithio tuag at y cymhwyster y manylir arno uchod ar yr amod bod ganddynt brofiad sylweddol mewn rôl gyfwerth neu yn yr ysgol.  Bydd deiliad y swydd yn dangos lefel uchel o sgiliau cyfathrebu a rhyngbersonol fel y gallu i ddehongli data er mwyn tynnu casgliadau a gwneud argymhellion priodol yn hanfodol.  Rhaid i ddeiliad y swydd feddu ar yr hyder i gyfathrebu a herio rhanddeiliaid ar bob lefel o fewn y sefydliad, gan gynnwys cyflwyno gwybodaeth drwy gyfrwng y cerbyd priodol. | |
| **Gweledigaeth / Cyd-destun** | |
| * Mae'r deiliad y swydd yn cynnig cyngor proffesiynol, cefnogaeth, arweiniad a hyfforddiant ar gynllunio effeithiol ariannol, rheoli ariannol, a ffyrdd newydd o weithio. * Bydd deiliad y swydd yn mynychu cyfarfodydd gyda'r nos yn ôl yr angen. * Bydd deiliad y swydd yn gweithredu fel y prif bwynt cyswllt rhwng yr ysgol a'r Cyngor ar faterion ariannol. * Bydd disgwyl i ddeiliad y swydd ddatblygu dealltwriaeth drylwyr o gyllid ysgolion a'r rheoliadau, rheolau a chanllawiau a gyhoeddwyd gan y Cyngor i sicrhau bod safonau perthnasol o ran rheolaeth ariannol yn cael eu cynnal. * Bydd deiliad y swydd yn gyfrifol i'r tîm cyllid y Cyngor ar gyfer darparu gwybodaeth amserol a chywir a bydd disgwyl hefyd i dynnu sylw at unrhyw broblemau i'r ysgol ac i'r Cyngor yn brydlon ac yn dryloyw. | |

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| **MANYLION AM YR UNIGOLYN CYNGOR SIR DDINBYCH** | | | |
| Mae'r Manylion am yr unigolyn yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o’r meini prawf hanfodol (â’r meini prawf dymunol lle bo’n berthnasol). | | | |
| **Teitl y Swydd:** | **Rheolwr Busnes a Chyllid** | | |
| **Gwasanaeth:** | **Addysg** | | |
| **Graddfa:** | **11** | | |
| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL ASESU**  Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
| 1. **ADDYSG A CHYMWYSTERAU** | Mae'n hanfodol bod deiliad y swydd yn gymwys o leiaf AAT â phrofiad mewn disgyblaeth sy'n gysylltiedig â chyllid neu'n gweithio tuag at y cymhwyster AAT ar yr amod bod ganddo brofiad sylweddol mewn rôl gyfwerth neu yn yr ysgol. |  | Ffurflen Gais |
| 1. **PROFIAD PERTHNASOL** | Profiad o weithio ar ei liwt  ei hun, a’r gallu i ymdrin a  materion cymhleth a sensitif mewn modd sicr a digynnwrf  Tystiolaeth o allu i ddylanwadu er mwyn sicrhau newid, a herio  rhanddeiliaid ar bob lefel  mewn sefydliad  Gwybodaeth eang am  gynllunio ariannol, rheolaeth a gwella busnes  Trafod telerau contractau  a phrynu nwyddau gan  sicrhau’r gwerth gorau. | Wedi gweithio o fewn amgylchedd ysgol.  Wedi gweithio ar lefel reoli.  Profiad ym maes  cyllid Llywodraeth  Leol | Ffurflen Gais  Cyfweliad  Profiad ym maes  cyllid  Llywodraeth Leol  a/neu ysgolion |
| 1. **GWYBODAETH A SGILIAU CYSYLLTIEDIG Â’R SWYDD** | Gwybodaeth helaeth am gynllunio ariannol, rheoli a gwella busnes  Gwybodaeth helaeth o'r rheolaeth ariannol a'r trefniadau sy'n ofynnol ar gyfer ffrydiau cyllid allanol o fewn llywodraeth leol a / neu Addysg.  Profiad o TGCh, Cyfathrebu a Rheoli Systemau Ariannol  Gwybodaeth helaeth am Systemau Swyddfa, TG a thechnoleg gyfrifiadurol gan gynnwys pwynt pŵer o safon uchel, cyhoeddwr  Gwybodaeth helaeth am y taenlenni / cynlluniau busnes datblygu a chynhyrchu | Gwybodaeth helaeth o'r rheolaeth ariannol a'r trefniadau sy'n ofynnol ar gyfer ffrydiau cyllid allanol o fewn llywodraeth leol a / neu Addysg.  Gwybodaeth am weithdrefnau rheoli contractau, caffael a chyflenwi  Gwybodaeth am ddeddfwriaeth a gweithdrefnau Iechyd a Diogelwch ac asesiadau risg. | Ffurflen Gais  Cyfweliad |
| 1. **NODWEDDION PERSONOL** | Sgiliau trefnu rhagorol  Gradd uchel o sgiliau cyfathrebu a rhyngbersonol a'r gallu i ddehongli data er mwyn dod i gasgliadau a gwneud argymhellion priodol  Hwylusydd / cyflwynydd rhagorol  Sgiliau rhyngbersonol effeithiol a pherswadiol, gyda sgiliau cyfathrebu ysgrifenedig rhagorol a'r gallu i ddadansoddi sefyllfaoedd cymhleth. |  | Ffurflen Gais  Cyfweliad |
| 1. **GOFYNION ERAILL** | Empathi â’r Gymraeg a’r diwylliant Cymreig | Gallu siarad Cymraeg | Ffurflen Gais  Cyfweliad |

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| **DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION** | |
| **Job Title:** | **Business & Finance Manager** |
| **Grade:** | **11** |
| **Service:** | **Education** |
| **Service Area:** | **Schools** |
| **Responsible to:** | **Headteacher** |
| **Job ID Number / Date Issued:** | **03361** |
| **Job Purpose** | |
| The post holder will manage the delegated budget for the school and ensure that robust monitoring arrangements are in place to maintain the most effective use of resources in line with financial regulations and standing orders.  To be directly responsible for the financial operational management of the school.  To support the strategic development of the school by working closely with the Headteacher and governing body.  Line manage the Office Supervisor and Site Manager. | |
| **Principal Accountabilities and Responsibilities** | |
| **Finance**  Prepare detailed three year budgets that show the forecast budget position for the school based on staffing and pupil number scenarios and that link with the priorities identified in the school improvement plan.  Facilitate the medium term financial planning process for the school and work in collaboration with the Education Finance team to ensure that robust monitoring arrangements are in place that will actively support the identification of savings and pressures across the school.  Take a leading role in assisting with setting and monitoring the Annual budget.  Prepare the budget monitoring reports and projected out turns accordingly for presentation to the Headteacher and School Governing Body and for submission to the Education Finance team for inclusion in the quarterly cabinet report. This includes monitoring income and expenditure throughout the year and providing advice and recommendations to ensure expenditure stays within the cash limited budget.  To act as cost centre manager for specific budget areas and provide advice to the School staff on financial matters such as budgetary controls.  Oversee the financial management of external funding streams by providing timely and accurate information on grants to the Council’s finance team and ensure that robust arrangements are in place that adhere to financial rules and regulations.  Implement the closure of accounts at year end in accordance with Financial Regulations and professional accounting standards  Manage and balance the School Fund accounts.  **Business**  To be responsible for business innovation and identify areas of the school in need of improvement, structurally or within processes to develop and improve the business and support elements of the school.  Manage Office Supervisor, Site Manager and other support staff at the discretion of the headteacher. Be responsible for the Financial Resource Management/Administration Management/Management Information and ICT & Property Management and Health & Safety Management of the School by :-   * Organising relevant training for the Business Support Team. * Ensuring that support staff are fulfilling their professional responsibilities and are carrying out their duties effectively. * Chair termly support staff meetings to discuss any issues/changes. * Directly managing the Network Manage/IT team. Managing the IT Managed Services contract and ensure staff and students are efficiently supported on a timely basis. * Directly managing the Office Supervisor/Admin team including overseeing the Transport Assistants and Minibus drivers. * Directly managing the Finance Officer. * Directly managing the Data Manager/Data team/Exams Manager. * Directly managing Site Manager/Site management team.   Manage systems and link processes that interact across the school to form complete systems.  Establish and use effective methods to review and improve administrative systems.  To be responsible for the facilities management of the school, negotiating, managing and monitoring contracts, procurement, tenders and agreements for the provision of services to the school, and managing and working closely with the site manager to ensure the school buildings are maintained and operated in accordance with emergency procedures and adhere to Health and Safety requirements.  To ensure all contracts are cleared by the headteacher and finance committee.  To be an active member of the Health and Safety committee. As part of the Health and Safety committee, ensure that all health and safety legislation, policies and procedures are adhered to. To make arrangements for appropriate health and safety training to take place.  To ensure that First Aid requirements are in place for staff and student safety including keeping an up-to-date register of First Aid treatments, accident logs and training of First Aiders.  Work proactively to identify new ways of working and challenge the existing methods of service provision in order to reduce future cost pressures and support potential fluctuations in pupil activity.  Develop a range of performance management systems and management information that will support the schools in effectively managing the budgets.  Identify areas of best practice both internally and externally across other Local Authorities/external providers and disseminate this best practice via a means that will create and promote uniformity and efficiency.  Attend various meetings including Schools Finance & Business Support Group, regular review meetings with the Headteacher and Governing Body as and when required.  To report to the Headteacher and the Governing Body on the premises issues and make recommendations on the spending on repairs and any capital works.  Advise the Headteacher and governors on the best use of resources that will facilitate the raising and monitoring of performance as well as the measurement of accurate and timely performance targets.  To liaise with external contractors with regards to building maintenance works.  To manage the premises budget ensuring value for money.  To take the responsibility for the management of lettings.  Analyse, manipulate and interpret data using advanced Excel formula to set up systems for use by teams within the school and to prepare analysis of data for presentation at meetings at SLT.  Support the strategic recruitment plan within the school ensuring that staffing decisions are factored into the school budget. Oversee an appropriate induction programme being in place for new staff. | |
| **Resources/Equipment/Material** | |
| Not Applicable | |
| **Supervision/Management of People** | |
| Line manage the Admin & Finance team and Site management team(and numerous other support staff at the discretion of the headteacher). | |
| **Knowledge, Skills, Training and Experience** | |
| It is essential that the postholder is minimum AAT qualified with in a finance related discipline. Applications would also be considered from applicants who may be working towards the qualification detailed above provided they have significant experience in an equivalent or school based role.  The post holder will demonstrate a high degree of communication and interpersonal skills as the ability to interpret data in order to draw conclusions and make appropriate recommendations will be essential.  The post holder must have the confidence to communicate and challenge stakeholders at all levels within the organisation including presenting information via the appropriate vehicle. | |
| **Vision/Context** | |
| * The post holder provides professional advice, support, guidance and training on effective financial planning, financial management, and new ways of working. * The postholder will attend evening meetings as required. * The post holder will act as the main point of contact between the school and the Council on financial matters. * The post holder will be expected to develop a thorough understanding of schools’ finance and the regulations, rules and guidance issued by the Council to ensure that relevant standards of financial management are maintained. * The post holder will be responsible to the Council’s finance team for the provision of timely and accurate information and will also be expected to highlight any problems to both the school and the Council in a prompt and transparent manner. | |

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| **DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION** | | | |
| The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable). | | | |
| **Post Title:** | **Business & Finance Manager** | | |
| **Service** | **Education** | | |
| **Grade:** | **11** | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  Application Form / Interview / Presentation / References etc |
| **1. EDUCATION & QUALIFICATIONS** | It is essential that the  postholder is minimum  AAT qualified with at least 4 years senior level experience in a finance related discipline.  Applications would also be considered from applicants who may be working towards the qualifications detailed above provided they have got significant demonstrable experience in an equivalent or school based role. |  | Application  Form |
| **2. RELEVANT EXPERIENCE** | Has worked within a school environment.  Experience of acting  on own initiative, to deal with complex and  sensitive issues in a  calm and assured manner  Proven ability to influence change and confidence to  challenge stakeholders  at all levels within an  organisation  Extensive knowledge  of financial planning,  management and business improvement  Experience of procurement and contract negotiation ensuring best value | Has worked at a management level.  Experience within  Local Government  Finance | Application  Form  Interview  Experience within Local  Government Finance and/or schools |
| **3. JOB RELATED KNOWLEDGE & SKILLS** | Extensive knowledge  of financial planning,  management and business improvement  Experience of ICT, Communication and Financial Systems Management  Extensive knowledge of Office Systems, IT and computer technology including a high standard of power point, publisher.  Extensive knowledge of the development and production spreadsheets / business plans | Extensive knowledge of the financial management and arrangements required for external funding streams within Local government and/or Education.  Knowledge of contract management, procurement and supply procedures  Knowledge of Health & Safety legislation and procedures and risk assessments. | Application  Form  Interview |
| **4. PERSONAL QUALITIES** | Excellent organisational skills  A high degree of communication and interpersonal skills and the ability to interpret data in order to draw conclusions and make appropriate recommendations  An excellent facilitator/presenter  Effective and persuasive interpersonal skills, with excellent written communication skills and the ability to analyse complex situations. |  | Application  Form  Interview |
| **5. OTHER REQUIREMENTS** | Empathy with the Welsh Language and Culture. | The ability to speak Welsh. | Application  Form  Interview |