



## Fosse Bank Person Specification

<p><b>Qualifications</b></p>	<p>English and Maths GCSE or equivalent</p> <p>Qualified Accountant</p> <p>ICT qualification or able to demonstrate skills</p> <p>Level 3 Diploma or having the NCSL ‘Certificate of School Business Management’</p>
<p><b>Experience and attainment</b></p>	<p>Significant experience in financial roles</p> <p>Experience of managing people</p> <p>Experience of functioning as part of a team</p> <p>Experience of using a range of computer programs including Excel</p> <p>Experience in payroll</p> <p>Experience in budget planning and preparing management accounts</p> <p>Experience of working within a school and financial environment</p>
<p><b>Skills and abilities</b></p>	<p>Ability to gather, analyse and evaluate data to produce management reports and information to agreed deadlines</p> <p>Accurate record keeping skills</p> <p>Highly self-motivated, able to work without direct supervision</p> <p>Ability to lead and organise another</p> <p>Ability to work efficiently, to work to deadlines and, at times, under pressure</p> <p>Good interpersonal skills</p> <p>Ability to manage confidential information</p> <p>An analytical mind</p> <p>Ability to prioritise and organise own workload and that of others</p> <p>Negotiation skills</p> <p>Competent in using a range of ICT packages including Microsoft office, Word, Excel, accounting packages such as Sage and RM</p> <p>To be able to deal with problems and find solutions</p> <p>Ability to communicate effectively, verbally and in writing with parents, governors, staff and other members of the community.</p>
<p><b>Additional requirements</b></p>	<p>Positive attitude with energy and enthusiasm</p> <p>Creativity and vision</p> <p>High expectations of oneself and others</p> <p>A highly professional approach to work</p> <p>Ability to transfer new knowledge to the workplace</p>