

Pilgrims Pre-Preparatory School



Person Specification - Finance and Office Manager

Person Specification The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Educated to A level standard or equivalent	Financial/Accountancy Qualification Relevant Degree	Application form Certificate
Skills	Ability to work with detailed financial information and manage budgets Effective leadership skills Excellent written and verbal communication skills Able to plan, co-ordinate activities, establish priorities and meet deadlines Attention to detail and evidence of following through multiple projects over long periods. Ability to contribute to the development of strategy and able to think beyond the current timeframes or business plan to influence the long-term strategic direction of the school.		Application form Interview Reference Skills Test
Knowledge	Ability and knowledge to produce budgetary estimates, reports, cash flow and financial and statistical summaries.	Understanding of the challenges within the Independent Education Sector	Application form



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	A good understanding of methods of purchasing	Working knowledge of the law relating to parental contracts, employment legislation and health and safety	<i>Interview</i> <i>Skills Test</i>
Experience	In a commercial environment	Experience of financial management of educational establishments	
Personal competencies and qualities	<p>Excellent interpersonal and people management skills</p> <p>Sound Business Acumen</p> <p>Negotiation skills</p> <p>Personal resilience and the ability to work under pressure with multiple deadlines.</p> <p>Results focused</p> <p>A genuine interest in education</p> <p>Committed team player with a collegiate and collaborative approach together with an ability and willingness to create a working environment in which staff are empowered to take decisions</p>		<p><i>Assessment Test</i></p> <p><i>Reference</i></p> <p><i>Interview</i></p>