



Person Specification / Selection Criteria Management, Finance & Admin

Level 7

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Previous experience of implementing and using a range of software packages for financial/office administration e.g. word and excel	E		A, I, R, T
Experience of using Access or other similar database programmes	E		A, I, T
Previous supervisory experience	E		A, I
Experience of undertaking HR based procedures	E	D	A, I
Experience of using computerised financial/management systems		D	A, I, R

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Finance or Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A, I, R
Certificate in Personnel Practice or equivalent recognised qualification		D	A, I
ILM or equivalent level of supervisory experience/qualification	E		A, I
Certificate in School Business Management (CSBM)/willingness to work towards within agreed timescale		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of a range of complex office procedures	E		A, I
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of managing and/or monitoring budgets	E		A, I
Understanding of a range of administrative and/or financial processes	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of personnel related issues		D	A, I