



Senior Finance and Administration Officer Candidate Specification

AREA	ESSENTIAL	DESIRABLE
Experience and Knowledge	<ul style="list-style-type: none"> • School or finance sector administration. • Financial ICT systems (such as Civica) • Working in a team. • Expert in several aspects of administration, including several software packages. 	<ul style="list-style-type: none"> • SIMS and Civica financial systems. • Working in a school administrative team, expert in aspects of administration. • Knowledge of premises management and health and safety management.
Qualifications and Training	<ul style="list-style-type: none"> • School Business Management qualification (or currently studying towards). 	<ul style="list-style-type: none"> • Willingness to undertake further training and undertake professional qualifications.
Skills and attitudes	<ul style="list-style-type: none"> • Excellent organisational skills. • Capacity to be accurate and detailed. • Capacity to see the big picture to orchestrate the work of others. • Capacity for team management. • Understanding of support service functions. 	<ul style="list-style-type: none"> • SIMS training. • Civica training. • Team management

