



Houghton Regis Primary School



Finance & Personnel Manager Person Specification

Attributes	Essential	Desirable
Education/ Qualifications	Educated to GCSE level Maths at Grades A*-C or equivalent Qualification in bookkeeping or accountancy qualification Equivalent to a minimum of NVQ level 2	AAT
Experience	Minimum of 3 years school finance experience, within the last 5 years Previous experience of financial management & personnel procedures Experience of preparing budget plans Recent experience of using RM Finance	Experience of line-managing others Experience of using FPS Experience of using RM Integris
Skills Knowledge Aptitude	Good interpersonal and communication skills Good organisational skills Ability to present information in a logical, clear and concise format Ability to work collaboratively with a range of colleagues Ability to work with autonomy within set boundaries Ability to manage own workload and supervise others	Knowledge of new GDPR regulations May 2018
Motivation	Willingness to undertake any further training/development opportunities Willingness to be flexible	
Physical		
Other	Willingness to attend evening meetings of Governing Body, as required	