

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> <li>◦ Ability to manage all aspects of a team from recruitment to resource allocation</li> <li>◦ Excellent task management skills both for self and others – ability to meet tight externally and internally set deadlines</li> </ul>		<ul style="list-style-type: none"> <li>◦ references</li> </ul>
Experience	<ul style="list-style-type: none"> <li>◦ Substantial administrative skills within an educational background</li> <li>◦ Significant experience of preparing budgets, budget monitoring information and final accounts</li> <li>◦ Experience of working in a financial capacity in a large organisation</li> </ul>	<ul style="list-style-type: none"> <li>◦ Previous work in Primary academies</li> <li>◦ Experience of premises management and managing Health and safety compliance in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>◦ references</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>◦ Good organisation and an ability to prioritise</li> <li>◦ Ability to co-ordinate budget preparation, budget monitoring and final accounts</li> <li>◦ High level of IT skills</li> </ul>		<ul style="list-style-type: none"> <li>◦ interview</li> </ul>
Communication	<ul style="list-style-type: none"> <li>◦ Effective written and oral communication</li> <li>◦ Ability to explain financial concepts to non-financial managers</li> <li>◦ Good negotiation skills and powers of persuasion</li> <li>◦ Ability to communicate effectively, orally and in writing, with people at all levels</li> <li>◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>◦ Experience with challenging and vulnerable clientele</li> </ul>	<ul style="list-style-type: none"> <li>◦ interview</li> </ul>

Personal Qualities	<ul style="list-style-type: none"> <li>◦ Able to work under pressure in a busy environment.</li> <li>◦ Ability to deliver work with clearly defined deadlines</li> <li>◦ Ability to work effectively with others</li> <li>◦ Professionalism in challenging</li> <li>◦ situations</li> </ul>		◦ interview
Strategic Thinking	<ul style="list-style-type: none"> <li>◦ Problem solver, strategic thinker and planner</li> <li>◦ Ability to provide strategic financial advice to other Senior Management</li> </ul>	◦ Detailed knowledge and full familiarisation of school policies and procedures	◦ references
Technology / IT skills	◦ Highly efficient in using MS365 applications/ G-suite, Excel, FMS/ Access, Bromcom MIS systems and problem solver, strategic thinker and planner	◦ Work with Catering and Nutritional analysis packages	◦ references
Education and Training	<ul style="list-style-type: none"> <li>◦ BTEC General Business (equivalent to NVQ 4)</li> <li>◦ 5 GCSEs at grade C (grade 6 or higher in maths) and A Levels</li> <li>◦ Health &amp; Safety certification</li> </ul>	CSBM/ Level 4 School Business administration	◦ references
Equal Opportunities	◦ The Tarka Trust and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		◦ references

The job description is current as at March 2022. In consultation with the post holder it is liable to variation by the Tarka Learning Partnership to reflect actual, contemplated or proposed changes in or to the job.