

URSULINE HIGH SCHOOL
DIRECTOR OF FINANCE
PERSON SPECIFICATION

Knowledge/Understanding of:

Finance – management of budget	Essential
School Catering	Desirable

Skills Required

Leadership	Essential
Accurate	Essential
Numerate	Essential
Well organised	Essential
Good Communication Skills	Essential
Initiative	Essential
Ability to work pro-actively within a team	Essential
Ability to work under pressure, flexibly and to tight deadlines	Essential
Confidentiality	Essential

Experience Required

Managing team of staff	Essential
Previous work experience in a school environment	Essential
Experience on financial databases	Essential
Knowledge of FMS database	Desirable
Background in finance and accounts	Essential
Experience of managing payroll	Desirable
Advanced knowledge of Excel	Desirable
Effective communication, both orally and in writing with staff at all levels, governors and outside agencies	Essential