



Bishop Vesey's Grammar School

PERSON SPECIFICATION – FINANCE & BUSINESS SUPPORT OFFICER – 30 HOURS PER WEEK - TERM TIME

Method of Assessment: AF=Application form I= Interview T=Test P=Presentation

Experience/knowledge/qualifications	MOA
Relevant experience of working in a fast paced finance and business support role.	AF/I
Experience in financial management including knowledge of budget preparation and budget control at an appropriate level.	AF/I
Relevant experience of using information management systems in schools or general database systems in business.	AF/I
Relevant experience of using financial management systems.	AF/I
Significant experience and competent use of PC applications including financial applications, MS Word and Excel.	AF/I
Good standard of numeracy and literacy skills	AF/I
Educated to GCSE level grades 9-5 (A*-C) in English & Maths or equivalent	AF/I
Personal qualities and attitudes	
Excellent planning and time management skills, well developed organisational skills	AF/I
Proactive and self-motivated	AF/I
Excellent IT skills with ability to manage and maintain databases	AF/I
Ability to work autonomously with minimum supervision within set boundaries	AF/I
Ability to work collaboratively within a team	AF/I
Excellent interpersonal skills	AF/I
Excellent written communication skills in a clear professional style	AF/I
Demonstrate integrity with the ability to maintain confidentiality	AF/I
Ability to build effective working relationships with students, staff, parents & carers	AF/I
Ability to prioritise and deal with conflicting demands, deadlines and interruptions	AF/I
Ability to interpret varying situations and solve problems on a day to day basis	AF/I
Ability to work in a sensitive and discreet manner	AF/I
Ability to be open minded and approachable	AF/I
Flexible approach to the duties of the post	AF/I
Ability to converse at ease with parents/carers/students and members of the public and provide advice in accurate spoken English is essential for the post	AF/I
Personal commitment to continuous self-development	AF/I



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A commitment to the vision and values of the School and an ability to enthuse others. An understanding and empathy for our distinctive Grammar School ethos	AF/I
Contra-indicators	
Criminal convictions involving offences against children	AF