

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: All Schools Model

POST TITLE: Business Support Officer (5/6)
(Finance)

GRADE: 5/6

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience in financial management in the public or private sector.	Application Form / Selection Process	A
		1.2	Experience in basic facilities management.	Application Form / Selection Process	A
		1.3	Experience of word processing, spreadsheets and other computer based information systems.	Application Form / Selection Process	A
		1.4	Experience of computer based accounting procedures, budget monitoring and preparing financial reports.	Application form / Selection Process	A
		1.5	Previous experience of working in a school environment.	Application Form / Selection Process	C
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Educated to GCSE level or equivalent including English and Maths, or be able to demonstrate equivalent experience to that level.	Application Form	A
		2.2	Qualification/training/experience in finance and general administration.	Application Form	A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Knowledge of appropriate software (Microsoft Word etc.), and database and spreadsheet packages.	Application Form / Selection Process	A
		3.2	Understanding of basic principles of Customer Care.	Selection Process	
		3.3	Appreciation of the need to maintain the strictest confidentiality about all matters concerning school.	Selection Process	

		3.4	Understanding of and commitment to Equal Opportunities Policy and how it relates to the duties of the post.	Selection Process	
4.	SKILLS AND ABILITIES	4.1	Ability to produce documents and reports using computerised word processing packages.	Application Form / Selection Process	A
		4.2	Ability to communicate effectively with a range of people both verbally and in writing.	Application Form / Selection Process	A
		4.3	Ability to work on own initiative and as part of a team.	Application Form / Selection Process	A
		4.4	Ability to produce accurate work whilst working to deadlines.	Selection Process	
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development	Selection Process	
		5.2	Ability to adapt and be flexible to the needs of the school.	Selection Process	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.