

Carousel: Centre Manager and Finance Officer – Selection Criteria

The following criteria are appropriate for this post. You must meet the Essential Criteria in order to be considered for the post and it would be advantageous to meet the Desirable Criteria.

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Good general standard of education • Evidence of commitment to ongoing professional development 	<ul style="list-style-type: none"> • Professional qualification at level 3 (e.g. 'A' levels. NVQ 3) or level 4 (degree or NVQ 4) in the field of education, social care, health, early years or community work • Safeguarding lead training • Management training • GDPR Training • SEND training
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of early childhood development and the early years curriculum • Recent relevant experience in one or more of the following: childcare, health, early years / primary education, community work, family support • An understanding of diversity and inclusive practice • An ability to form effective working relationships with a diverse range of colleagues, volunteers and clients • Good IT skills including the ability to collect, analyse and present data • Good communication skills including ability to produce high quality written and oral reports • Ability to collate and present service information 	<ul style="list-style-type: none"> • Experience of budget management • Experience of line / team management (including supervision and appraisal) • Evidence of having worked creatively as a team leader and be solution focused • Knowledge and understanding of health and safety requirements • Experience of marketing and multi-media publicity and communication • Knowledge of funding streams and ability to generate income • Experience of managing room hires
Additional criteria specific to the Finance Officer post	<ul style="list-style-type: none"> • Evidence of effective financial management in similar organisation • Ability to collate and present financial data • Evidence of ability to set and promote high standards of ethical behaviour and discretion 	<ul style="list-style-type: none"> • Knowledge of requirements of The Charity Commission and ability to present necessary reports and returns in order to ensure compliance • Experience in use of Xero or similar financial management system • Experience of managing pay roll (or liaising with professional colleagues with regard to payroll)
Other requirements	<ul style="list-style-type: none"> • Flexible working including occasional evening and weekend working 	