

FINANCE OFFICER: PERSON SPECIFICATION

Qualifications & Experience

| Essential | Desirable | Notes |
|---|--|-------|
| Studied to a minimum standard of GCSE (grade A*-C) or equivalent, in English and Maths (certificate/s to be available at interview) | | |
| Experience of working in a busy office environment | | |
| Previous finance / accounting and administration experience (at least one year) | | |
| | Finance / accounting related qualifications (certificate/s to be available at interview) | |
| | Experience of working in a school or similar establishment | |
| | Working Knowledge of Sage 200 | |

Knowledge & Skills

| Essential | Desirable | Notes |
|--|-----------|-------|
| Ability to build and form good relationships with colleagues and students | | |
| Ability to work constructively as part of a team, understanding school roles and responsibilities including own | | |
| Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers / contractors | | |
| Good standard of numeracy and literacy skills | | |
| Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems | | |
| Ability to absorb and understand a wide range of information | | |
| Ability to maintain accurate records and filing systems | | |
| Ability to deal with confidential data / issues appropriately | | |

Personal Qualities

| Essential | Desirable | Notes |
|---|-----------|-------|
| Initiative and ability to prioritise one's own work | | |
| Able to follow direction and work in collaboration with Line Manager | | |
| Able to work flexibly to meet deadlines and respond to unplanned situations | | |
| Efficient and meticulous in organisation | | |
| Desire to enhance and develop skills and knowledge through CPD | | |
| Evidence of excellent attendance and punctuality record | | |
| Commitment to the highest standards of child protection | | |
| Commitment to the school's ethos, aims and its whole community | | |