



Loving, learning and flourishing in community

PERSON SPECIFICATION – Finance Officer



	Essential	Desirable
Relevant skills and/or aptitudes	<ul style="list-style-type: none"> • Willingness to support and invest in the school's ethos and vision, including a commitment to the value of every individual. • Methodical, with good attention to detail and excellent organisational skills. • Ability to prioritise, working to deadlines and manage competing demands. • Strong interpersonal and communication skills. • Confidence to use initiative and work independently. • Honest, reliable and a clear understanding of the need for discretion and confidentiality. • Confidence using Microsoft Office (Outlook, Word and Excel). • Pragmatic and calm. • An ability to work within and adhere to a policy framework. 	<ul style="list-style-type: none"> • A proven track record of managing workload effectively. • Willingness to participate in the wider life of the school. • Previous experience of being front of office and dealing positively with members of the public.
Experience/qualifications	<ul style="list-style-type: none"> • Significant previous experience working in an office environment in a comparable role. • Experience working as a member of a team. • GCSE English/Maths or equivalent – a demonstrable high standard of literacy and numeracy. • An understanding of Health and Safety regulations. 	<ul style="list-style-type: none"> • A relevant professional financial qualification. • Experience of working in a school office. • Experience of managing payroll.

