

## THE SELE SCHOOL - PERSON SPECIFICATION

Job Title: Finance Officer			
ESSENTIAL	DESIRABLE	How Assessed	
		Application Form	Interview
<b>Qualification and Training</b> GCSEs (grade A*-C) or equivalent including Maths and English	Qualified to A Level or equivalent Finance/Accounting related qualifications	✓	
<b>Experience</b> The post holder will have experience of: <ul style="list-style-type: none"> <li>• Working in a financial environment</li> <li>• Monitoring and preparation of budgets</li> <li>• Microsoft Office, including Word and Excel</li> <li>• Working with confidential and sensitive information</li> <li>• Working in a busy and changing environment</li> </ul>	Experience of working in a school or similar establishment Experience of using Access Finance and Budgeting Software	✓	✓
<b>Knowledge and Skills</b> The post holder will demonstrate the following skills and knowledge: <ul style="list-style-type: none"> <li>• Excellent literacy, numeracy and IT skills</li> <li>• Excellent communication skills – both verbally and in writing</li> <li>• Ability to organise and prioritise work independently.</li> <li>• Ability to manage and deal with confidential data/issues appropriately</li> <li>• Ability to maintain accurate records and filing systems</li> <li>• Ability to operate and monitor budgets and provide required reports</li> <li>• Excellent organisation and administration skills</li> </ul>	Knowledge and understanding of Arbor  Working knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation.	✓	✓

<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Be discrete and committed to the school.</li> <li>• Ensure confidentiality with a clear understanding of the sensitive nature of the information you manage</li> <li>• Have a positive approach to the workplace and be able to manage concerns/issues pro-actively to secure and prevent escalation</li> <li>• Be able to build and maintain effective working relationships with a wide range of people</li> <li>• Be self-motivated and demonstrate a desire to continue learning to enhance skills</li> </ul>			✓
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