

## Senior Trust Finance Officer Person Specification

Requirement	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths (A to C/9 to 4)</li> <li>AAT or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent experience</li> <li>Evidence of continued professional development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>High level of competency in ICT (email, Word, Excel.)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school/Trust</li> <li>Experience of using an accounting system</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Ability to monitor and evaluate information</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of accounting systems, including producing accounts and management reports</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent interpersonal skills and the ability to work within a team environment</li> <li>Good organisational skills and the ability to prioritise in a busy office environment</li> <li>Ability to work under pressure and meet deadlines</li> <li>Ability to work independently and as part of a team</li> <li>Willingness to take responsibility</li> <li>Able to prioritise workload effectively to meet deadlines</li> <li>Able to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Able to analyse and interpret a range of complex information</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Excellent time management and organisational skills</li> <li>Adaptable and flexible approach</li> <li>A well organised person able to manage time effectively, to delegate, to prioritise and to meet deadlines</li> <li>Ability to build, support, motivate and work as part of a high performing team</li> <li>Able to use own initiative and enjoy attention to detail</li> <li>Open, honest, and trustworthy</li> <li>A supportive and co-operative team member with a flexible approach</li> <li>Able to travel to schools within the Trust as required.</li> </ul>	