

## PERSON SPECIFICATION

### FINANCE OFFICER

| Training and Qualifications                                                                                         |                                       |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| GCSE Mathematics & English                                                                                          | Essential                             |
| Understanding of basic accountancy rules e.g. accruals and prepayments                                              | Essential                             |
| Experience                                                                                                          |                                       |
| Finance experience                                                                                                  | Essential                             |
| Experience of the schools/education sector/public sector                                                            | Essential                             |
|                                                                                                                     |                                       |
| Skills, Knowledge and Abilities                                                                                     |                                       |
| Excellent communication and interpersonal skills, and the ability to engage with a range of stakeholders.           | Essential                             |
| Excellent IT skills (Finance packages, Word, Excel, PowerPoint, SharePoint, Office).                                | Essential                             |
| Ability to develop and work in a collaborative team environment.                                                    | Essential                             |
| Ability to develop excellent internal and external relationships.                                                   | Essential                             |
| Flexibility in terms of tasks and requirements                                                                      | Essential                             |
| An understanding of safeguarding legislation and safer recruitment policies.                                        | Desirable – training will be provided |
| Personal Aptitudes                                                                                                  |                                       |
| An absolute commitment to the maintenance of confidentiality, discretion, diplomacy and professionalism is crucial. | Essential                             |
| Self-motivated, with a solution driven approach to work.                                                            | Essential                             |
| Commitment to your personal and professional development                                                            | Essential                             |
| Commitment to the safeguarding of vulnerable young people.                                                          | Essential                             |
| A commitment to the vision, values, aims and objectives of the Multi academy.                                       | Essential                             |