

# TORQUAY GIRLS' GRAMMAR SCHOOL



## Person Specification: Finance Officer

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A minimum of GCSEs in English and Mathematics</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working in finance, ideally in an education or public-sector environment</li><li>• Experience of working in a busy office environment</li></ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Competence in financial software and MS Excel</li><li>• Strong numeracy, analytical skills, and attention to detail.</li><li>• Good communication and organisational skills.</li><li>• Ability to meet deadlines, work accurately, and manage competing priorities.</li><li>• Ability to build effective working relationships with staff and other stakeholders</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all students</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>