

Finance Officer

Person Specification: Finance Officer

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 GCSEs including Maths and English (or equivalent) at Grade C or above Educated to A Level (or equivalent) Recognised accountancy qualification eg AAT Level 3 (or equivalent) or significant relevant experience Eligible to work in the UK. 	✓ ✓ ✓	✓	Application form
Experience of: <ol style="list-style-type: none"> Working in a Finance environment either within or outside of education Using finance software packages Implementing robust financial procedures Creating and working with spreadsheets Working with other IT systems Working in a pressurised environment with competing deadlines Working with external auditors 	✓ ✓ ✓ ✓ ✓ ✓	✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Specialist knowledge of financial accounting practice. Excellent communication skills (written and verbal) and the ability to listen and communicate confidently, effectively and sensitively at all levels within and outside of the organisation. Strong organisational and time-management skills. Able to work under pressure, prioritise, meet deadlines and be decisive in a busy school environment. Excellent attention to detail, particularly in relation to record-keeping. Able to work independently and use own initiative but also be an effective team player. Able to demonstrate high levels of confidentiality, honesty and integrity at all times. Able to use a range of internal IT systems effectively Able to relate to pupils, parents and suppliers in a calm and sympathetic manner 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References