

Finance Officer - Person Specification

Attributes	Essential	Desirable	How Identified
Qualification	<ul style="list-style-type: none"> GCSE (or equivalent) grade C or above in Maths and English Level 3 or equivalent qualification. 		Application form / interview
Relevant experience	<ul style="list-style-type: none"> Significant experience working in an office environment preferably in a school Experience of dealing with members of the public/parents/children Experience of managing staff Ability to build effective working relationships with a wide range of people Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines 	<ul style="list-style-type: none"> Experience of operation of financial accounting and administrative systems and IT packages Good knowledge and understanding of safeguarding and child protection Good knowledge and understanding health & safety Working knowledge of FMS Working knowledge of Early years funding 	Application form / interview
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills, both verbal and written. Excellent numeracy/literacy skills. Effective use of relevant software packages Ability to produce clear and coherent documents for different audiences to a high level of accuracy Full working knowledge of relevant policies/codes of practice/legislation. The ability to work independently and as part of a team 		Application form / interview
Personal qualities and attitudes	<ul style="list-style-type: none"> Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. Ability to stay calm under pressure and manage multiple deadlines Ability to organise workload and prioritise conflicting demands and pressures Strong time management skills 		Application form / interview

	<ul style="list-style-type: none">• Flexibility and willingness to accept change• Willingness to share knowledge, expertise and experience• Punctual and efficient• Maintain confidentiality in matters relating to the academy, its pupils, parents and carers Approachable, courteous and able to present a positive image of the academy to all stakeholders• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils• Ability to work in a way that promotes the safety and wellbeing of children and young people• Willingness to participated in development and relevant training opportunities		
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