

Person Specification Finance Officer

ITEM	ESSENTIAL (Minimum standard required)	DESIRABLE CONSIDERATIONS (optional extras)	COMMENTS (Possible evidence)
EDUCATION/QUALIFICATIONS Educational Professional Training	<ul style="list-style-type: none"> Educated to GCSE Level with Maths and English at Grades A*-C or equivalent 	<ul style="list-style-type: none"> Relevant finance/accounting qualifications Qualifications in ICT 	A,I
EXPERIENCE	<ul style="list-style-type: none"> Relevant experience of working in an accounts-based environment using a computerised finance package Proven numerical skills with good experience of spreadsheets Liaising with people at all levels Experience of undertaking a range of administrative duties, including data input and retrieval. 	<ul style="list-style-type: none"> Experience of school Finance systems Working in an education setting 	A/I T A/I T
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge and experience of computer systems, including the suite of Microsoft packages including, Word, Excel, Email School MIS (Management Information Systems) Internet and Intranet systems Knowledge of audit requirements Understanding of relevant finance regulations and statutory requirements 	<ul style="list-style-type: none"> Working knowledge of good procurement procedures Knowledge of VAT and IR35 rules Knowledge of double-entry bookkeeping 	A,T A,I I I I



Determination, Honesty, Courage, Ambition, Kindness and Respect.

<p>QUALITIES, SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • To maintain a high level of honesty, integrity, discretion and confidentiality • A confident, mature and welcoming manner when dealing with staff and agencies • Ability to communicate effectively, in writing and orally, with a wide variety of people in a sensitive manner • Ability to build and maintain effective working relationships with colleagues internally and with external organisations • A good sense of humour • Excellent organisational skills and ability to prioritise tasks and demands • Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/ situations • Ability to cope with conflicting demands, deadlines and interruptions • Attention to detail and high degree of accuracy • Able to work well in a team and disciplined to work alone • The ability to show patience in difficult and pressured situations 		<p>A/I</p> <p>I</p> <p>A,I,T</p> <p>I</p> <p>I I,T</p> <p>A,I,T</p> <p>I,</p> <p>T,</p> <p>I,T</p> <p>A,I,T</p>
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OTHER	<ul style="list-style-type: none"> • Training will be provided as necessary - must keep up with changing legislative and local requirements and be keen to learn, train and develop to enhance personal and team skills • The post will require an Enhanced Disclosure and Barring Check, exemplary references, medical clearance and educational qualification checks. • Loyal and hard-working 		<p>A,I</p> <p>A,I</p> <p>I</p>
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