



**Finance Officer Person Specification**

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>English and Maths to GCSE Grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>AAT Level 3 or equivalent</li> <li>Workplace first aid</li> <li>Safeguarding and child protection.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Finance administration experience of at least 2 years</li> <li>Proficient with Microsoft packages including Excel and Word and with finance specific IT</li> <li>Work in an office environment/school environment</li> <li>Confident and capable of working with other professionals to ensure best outcomes for pupils and/or organisation.</li> </ul>	<ul style="list-style-type: none"> <li>School Office experience of at least 2 years</li> <li>Working with a school MIS (such as Arbor)</li> <li>Experience working with parents/customers in a diplomatic and professional manner.</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>Wish to work within a School and be sympathetic to the school's ethos.</li> <li>High expectations and high standards.</li> <li>Reliable, trustworthy and supports confidentiality.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>High levels of numeracy and accuracy.</li> <li>Establish and maintain good professional relationships with pupils, parents and colleagues</li> <li>Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors</li> <li>Well organised and able to manage a range of varied tasks, re-prioritising workload as necessary.</li> <li>Be able to work under pressure and meet deadlines</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Warm and friendly personality</li> <li>Loyal and enthusiastic with a good sense of humour</li> <li>Punctual and of smart appearance</li> </ul>	
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>Willing to undergo an Enhanced DBS check</li> </ul>	