

Crosshall Infant School Academy Trust
Accounts and Finance Officer- Personnel Specification

		Essential Attributes	Preferred Attributes
1	Educational Qualifications	Recognised financial qualification.	Business management qualification.
2	Work Experience	Significant experience of financial and budget management. Experience of administering a payroll. Experience of working effectively in a team of people.	
3	Skills, Knowledge, Aptitude	Excellent computer skills and an understanding of accounting packages. Good inter-personal skills to be able to work effectively with staff, governors, parents, suppliers and contractors. Excellent organisational skills. Ability to work on own initiative and with discretion. Ability to meet deadlines. Flexibility and able to respond to new challenges and moving goal posts.	Knowledge of Sage.
4	Motivation	Commitment to providing a high standard of work. Self motivated, ambitious and able to contribute to and participate in the development of the Academy.	
5	Other	Have the ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post A sense of humour.	

Evidence will be gathered from the application form and the interview process.

Crosshall Infant School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.