**Person Specification: FINANCE OFFICER**

All staff must make a positive contribution to:

* The College’s Safeguarding and Equality and Diversity practices
* The pursuit of excellence and the highest standards of quality in all aspects of College life
* Their own professional development, in accordance with the needs of the College
* Priestley College’s Mission Statement

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| --- | --- | --- | --- |
|  | Essential | Desirable | Identified by |
| **Relevant Experience** | | | Application  Interview  References  Certificates |
| Experience of working in a Finance Office | ✓ |  |
| Experience of working in an educational establishment |  | ✓ |
| Experience of processing purchase orders/invoices | ✓ |  |
| Experience of handling & processing cash | ✓ |  |
| **Education and Training** | | |
| Minimum of 5 A\*-C or 9-4 grades at GCSE or equivalent (including English & Maths) | ✓ |  |
| **Knowledge and Skills** | | |
| Knowledge of Microsoft Office, especially Excel & Outlook | ✓ |  |
| Excellent administrative and organisational skills | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Well organised and able to work to deadlines | ✓ |  |
| Accuracy and attention to detail | ✓ |  |
| Knowledge of finance packages and cash office systems |  | ✓ |
| **Abilities** | | |
| Ability to work independently and as part of a team | ✓ |  |
| Ability to prioritise and work on own initiative | ✓ |  |
| Adaptable with a willingness to help out in other areas of the College as required | ✓ |  |
| **Personal Qualities** | | |
| Flexible approach to work | ✓ |  |
| Energy and enthusiasm | ✓ |  |
| Commitment to change and improvement | ✓ |  |
| **Safeguarding** | | | DBS Certificate |
| Suitable to work with children and young adults and/or vulnerable adults | ✓ |  |
| Willingness to apply for a Disclosure and Barring Service (police) check  (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service) | ✓ |  |

**Other Requirements**

The post holder will be required to undertake training from time to time relevant to their role and responsibilities.