



## PERSON SPECIFICATION

### FINANCE OFFICER

Factor		Essential	Desirable	Evidenced by
<b>Qualifications</b>	1. GCSE or Equivalent in maths and English	✓		Application
	2. NVQ Level 4 in Business or school administration		✓	Application
	3. Accounting qualification		✓	Application
<b>Experience</b>	4. Previous experience of working in a school office or education environment	✓		Application/Interview
	5. Experience of liaison with outside agencies	✓		Application/Interview
<b>Knowledge &amp; Understanding</b>	6. Knowledge of school financial administration	✓		Application/Interview
	7. Full working knowledge of relevant policies/codes of practice/legislation	✓		Application/Interview
	8. Knowledge of Microsoft Office including Word and Excel;	✓		Application/Interview
	9. Database knowledge (e.g. Integris , Arbor/RM Finance & Parent pay)	✓		Application/Interview
	10. Knowledge of preparing reports, minutes, general correspondence	✓		Application/Interview
	11. Knowledge of school finance and personnel systems	✓		Application/Interview
	12. Knowledge of the education service	✓		Application/Interview



<b>Skills and Aptitudes</b>	13. Ability to communicate effectively in a verbal and written form to a range of audiences;	✓		Application/Interview
	14. Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		Interview
	15. Proven organisational skills with a high level of accuracy;	✓		Application
	16. Ability to manage a variety of competing priorities and meet deadlines;	✓		Application/Interview
	17. Ability to formulate ideas and solutions and present them effectively both verbally and in writing.	✓		Application/Interview
	18. Ability to organise, and motivate other staff.	✓		Application/Interview
	19. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓		Application/Interview
<b>Personal Qualities</b>	20. Commitment to promote safeguarding and welfare of children within the school	✓		Application/Interview
	21. Wholly supportive of the Vision and Ethos of John Perry Primary School	✓		Application/Interview
	22. Bringing personal interest and enthusiasm to the school.		✓	Application/Interview