



**Heckmondwike Grammar School**  
**Person Specification: Finance Officer**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
AAT qualified or equivalent.		✓	A/C
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
Experience of working in an education environment.		✓	A
Experience of at least 2 years working in a finance role.	✓		A/I
Experience of using finance packages.	✓		A/I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
GCSE Maths or equivalent.	✓		T
Strong spreadsheets skills.	✓		T
The ability to write to a good standard of literacy, GCSE English or equivalent.	✓		A/T
Able to be work under pressure, prioritise own workload and be well organised.	✓		I/T
Able to complete tasks accurately and to a high standard ensuring that relevant deadlines are met.	✓		A/T
Outstanding communication and interpersonal skills.	✓		A/I
Work well as part of a team, as well as on your own initiative.	✓		I/T
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
Customer service focused.	✓		A/I
High levels of honesty and integrity and an awareness of the importance of confidentiality.	✓		A/I
Share and develop a commitment to the school ethos and values.	✓		I
Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.	✓		I
Willing to take personal responsibility and abide by the School's Equal Opportunities and Health and Safety Policy.	✓		I
Be a good role model to children and families.	✓		I
Commitment to continuing professional development.	✓		A/I
Willingness to constructively challenge the work of self and others to continually improve own and team performance.	✓		I
<b>Safeguarding Children</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
Ability to maintain appropriate relationships and personal boundaries with children and young people.	✓		A/I
Understanding of the importance of safeguarding and child protection and its impact on this role.	✓		A/I

**A**      **Application Form**      **I**      **Interview**      **T**      **Task**      **C**      **Certificate**