



Person Specification – MAT Finance Officer

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Grade 5 or above at GCSE (or equivalent qualification in) English and Maths.</p> <p>Ability to deal with individuals and foster positive relations</p> <p>Able to react to situations professionally and personably</p> <p>Well organised and proactive</p> <p>ICT - Microsoft Office experience particularly advanced Excel</p> <p>Enhanced DBS</p>	<p>Understanding of school environment</p>
SKILLS	<p>Accuracy at all levels.</p> <p>Excellent numeracy skills</p> <p>Confidentiality</p> <p>Excellent communication skills in English at all levels</p> <p>Excellent time management</p> <p>Ability to manage multiple tasks and prioritise effectively to meet deadlines</p>	<p>Interest in student welfare</p>
KNOWLEDGE	<p>Accounting principles – relevant experience</p> <p>Advanced Excel</p>	<p>Experience with financial packages</p> <p>Completed or studying a relevant financial qualification</p>
DISPOSITION	<p>Using Initiative</p> <p>Team player</p> <p>Excellent interpersonal skills</p> <p>Flexibility</p> <p>Enjoys a challenge</p>	<p>Sense of humour</p>

All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.