



Person Specification – Finance Officer

KNOWLEDGE/QUALIFICATIONS	Desired	Essential
Qualification in accountancy/finance (minimum AAT CAAB preferred)	✓	
Understanding of school finance	✓	
EXPERIENCE		
Financial accounting and management		✓
Building and monitoring budgets		✓
Year-end accounts preparation		✓
Systems Implementation	✓	
Staff management	✓	
Team working		✓
SKILLS		
High level of computer literacy		✓
Excel		✓
CIVICA Resource Financial software	✓	
SIMS/FMS experience	✓	
ParentMail	✓	
Communicate effectively orally and in writing to a range of audiences		✓
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS		
Open-minded and receptive to new ideas, approaches and challenges		✓
Places high priority on effective team working		✓
Prioritise and manage own time effectively		✓
Work under pressure and to deadlines		✓
Achieve challenging professional goals		✓
Take responsibility for their own professional development		✓

Headteacher: Laura Constanza
Deputy Headteacher: Hannah Lintern

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We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).