Elmwood Infant and Nursery School

Finance Office – Person Specification

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|  |  | Essential | Desirable |
| **Experience** | Demonstrable experience of providing effective financial support.  Experience of using and developing financial systems and procedures.  Experience of using Microsoft Excel and Word to a good standard.  Experience of working in a busy office environment  Experience of working with children and the general public | ✓  ✓  ✓  ✓  ✓ | ✓ |
| **Knowledge** | Knowledge and understanding of school administration, processes and procedures.  Understand the financial functions and duties of a locally managed school.  A good understanding of and commitment to equal opportunities policies and its relationship to the School/ Local Authority. | ✓ | ✓  ✓ |
| **Skills and abilities** | The ability to undertake a wide range of financial and administrative tasks.  Attention to detail with accuracy  The ability to adapt to both varying tasks and those of a routine nature.  The ability to absorb information readily and speedily and work under pressure.  The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.  Proactive in problem solving and in anticipating what needs to be done.  Excellent communication skills including written and oral  Displays commitment to the protection and safeguarding of children and young people.  Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children  The ability to respond effectively to staff, outside agencies, the Local Authority, suppliers and the general public at all levels, both in person and over the telephone.  Ability to work under pressure and ensure deadlines are met, whilst remaining positive and calm at all times.  A good understanding of the need for confidentiality and secure financial systems.    Proven literacy and numeracy skills. | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Personal Qualities** | Excellent interpersonal and communication skills both orally and written | ✓ |  |
| Special conditions | Willingness to undertake further training as required for example for the software used by the school finance system.  To comply with Keeping Children Safe in Education (KCSIE) all vetting and safeguarding checks Enhanced DBS check with barred list check  Willing to undertake relevant first aid training and administer first aid to children as required. | ✓  ✓ | ✓ |