



T.E.A.M EDUCATION TRUST

Person Specification – Finance Officer

| | Essential | Desirable | |
|--------------------------|--|--|-------|
| Qualifications | <ul style="list-style-type: none"> Good general education, with GCSEs or equivalent in English and maths (A-C / 9-4) | <ul style="list-style-type: none"> Qualified or part-qualified AAT (would be an advantage) | A |
| Experience | <ul style="list-style-type: none"> Experience of working with Office 365 | | A/I |
| Knowledge | <ul style="list-style-type: none"> Experience of using an accounts package for general accounting, including producing accounts and management reports Experience of financial operations Expert knowledge of financial management Experience of budget management within significant value budgets | <ul style="list-style-type: none"> Knowledge of the budget setting process (preferable but not essential) Academy/school finance experience/ knowledge Experience of payroll administration in an education setting | A/I/R |
| Skills, Abilities | <ul style="list-style-type: none"> Accuracy in reporting detailed financial information, combined with skill at providing clear written commentary and explanation Ability to prioritise workload in order to meet deadlines, whilst dealing with a number of projects simultaneously Excellent written, verbal and interpersonal communication skills Good working IT skills, particularly Excel and computerised | | A/I/R |

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| | accounting/finance systems <ul style="list-style-type: none"> • Highly organised, maintaining accurate records and processes to ensure compliance with relevant legislation • Ability to build effective working relationships with staff and other stakeholders • Ability to use own initiative and consider solutions to problems as they arise | | |
| Personal Qualities | <ul style="list-style-type: none"> • A self-starter, who is comfortable working with limited day-to-day supervision • Flexible, proactive and able to work under pressure • Ability to provide a 'joined up' approach in the delivery of service • Positive attitude | | A/I/R |
| Additional Requirements | <ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required • A commitment to the trust's ethos and values | | I/R |

Key:

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| A | Application | I | Interview | R | Reference |
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