



## Finance Officer -Person Specification

Qualifications	Essential	Desirable
5 GCSEs (A*-C / Level 4) including Maths and English or equivalent	✓	
Educated to a good academic level, ideally a finance qualification or appropriate relevant experience		✓
Evidence of ongoing CPD		✓
<b>Experience</b>		
Previous experience of office based administrative role	✓	
Experience of working with financial systems	✓	
Experience of budget management		✓
Experience of using School financial management systems		✓
Familiarity with working within a school environment		✓
<b>Skills, Attributes and Knowledge</b>		
Strong written and verbal communication skills	✓	
Demonstrate the ability to manage conflicting priorities, a demanding workload and tight deadlines	✓	
Good organisational skills/time management	✓	
Good IT skills and knowledge of Microsoft packages, including Excel	✓	
Good understanding of Health and Safety obligations		✓
Appreciation of absolute confidentiality of information	✓	
Understanding and commitment to the safeguarding of young people and vulnerable adults	✓	
<b>Personal Qualities</b>		
Resilience working to tight deadlines	✓	
Flexibility with hours		✓
Integrity, trustworthy, honest and open	✓	
Excellent interpersonal skills	✓	