

### Regional Finance Officer Person Specification

Job Title: Regional Finance Officer		
	Essential	Desirable
<b>Education and Training</b>		
Level 2 Maths and English	√	
<b>Professional Experience</b>		
Experience of producing financial accounts using financial systems	√	
Experience of working within the education or charity sector		√
Experience of working within a Finance Department	√	
Experience of PSF	√	
<b>Knowledge and Skills</b>		
Customer focused and able to deliver to tight deadlines	√	
Accuracy and attention to detail	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
<b>Personal Attributes</b>		
Positive and solution focused with a flexible approach to work	√	
High levels of integrity, able to ensure confidentiality	√	
Good communicator both orally and in writing	√	
A commitment to safeguarding, promoting welfare of children and young people	√	
Interest in own personal development and a willingness to undertake further training	√	