



Finance Officer Person Specification

Job title: Finance Manager
School: Montpelier Primary School
Line manager: SBM
Supervisory responsibility:
Hours: 17.5 hours per week, term time plus 2 weeks (i.e. 40 weeks per year)

Ealing GLPC Grade: 7
Post No:

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential and Highly Desirable Requirements

Education and Experience

- a) GCSE or recognised equivalent in English and Maths at Grade A or B – **essential**.
- b) Proven experience of working in a school and managing schools finances – **highly desirable**.
- c) Experience of development, management and operation of financial systems (e.g. FMS) – **essential**.
- d) High level of literacy and numeracy skills (tested at interview) - **essential**.
- e) Excellent ICT skills (word, excel, financial software, internet) (tested at interview) - **essential**.
- f) Experience of compiling reports for a range of stakeholders, e.g. leadership, governors, local authority – **highly desirable**

Knowledge, Skills and Abilities

- g) Proven ability to manage own workload and work on own initiative to meet deadlines - **essential**.
- h) Full working knowledge of relevant policies/codes of practice and awareness of relevant financial legislation as they relate to schools – **highly desirable**
- i) Excellent communication skills and ability to relate well to children and adults (tested at interview) – **essential**.
- j) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these - **essential**
- k) Ability to produce and record clear, concise and accurate information (tested at interview) **essential**
- l) Ability to self-evaluate learning needs and actively seek learning opportunities **essential**
- m) Awareness of the need for and a commitment to maintaining confidentiality and adhering to GDPR **essential**
- n) Ability to demonstrate initiative appropriately and to work under the direction of the School Business Manager **essential**
- o) Awareness and the ability to adhere to all safeguarding and child protection requirements in school and working knowledge of the document, Keeping Children Safe in Education **essential**