

THE LEGACY LEARNING TRUST

ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: FINANCE OFFICER

	Essential	Desirable	Measured by
Qualifications/ Training	- Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. 2 or more years working in a school or AAT Level 3	- AAT Level 4 - Willingness to work towards Management Accountant qualifications - Certificate in financial reporting for academies or any school related finance qualifications - Further professional qualifications - Evidence of related training	A/Q
Knowledge & Experience	- Experience of working in a team - Experience in providing a high level of customer service - Experience of general financial procedures i.e. purchasing and maintaining creditor and debtor ledgers - Experience of using Financial Management systems	- Experience of working in a school environment - Awareness of Academy trust handbook	A/I
Skills & Ability	- Advanced Excel skills - Ability to analyse and interpret complex information - Ability to manage own work effectively - Strong numerical and analytical skills - Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate - Ability to work flexibly across departments to support colleagues in order to meet whole school requirements - Organised approach to work in relation to professional standards and competencies - Flexible approach to changing work tasks and prioritising to specific needs - Ability to maintain confidentiality at all times	Ability to build and develop effective reporting mechanisms translating complex information for a wide range of stakeholders	A/I
Person Characteristics	- Committed to safeguarding and promoting the welfare of young people - High level of emotional intelligence - Friendly and outgoing - Able and willing to establish good professional relationships - Commitment to high standards - Commitment to teamwork - Willingness to learn		I A/I

Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview