



PERSON SPECIFICATION

Finance Officer

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	<i>Essential</i>	<i>Desirable</i>
Education & Training	<ul style="list-style-type: none"> • Evidence of sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy). (W, D) 	<ul style="list-style-type: none"> • Bookkeeping/Finance/Accounting certificate (W, D)
Experience and Skills	<ul style="list-style-type: none"> • 3 years' recent experience in a busy financial environment (W) • Previous experience as a Finance Officer, Finance Assistant or similar role (W) • Experience and a proven ability to use a variety of computer applications, in particular Microsoft Office (W, D, I) • Experience reconciling accounts (W) 	<ul style="list-style-type: none"> • Experience of working in an education environment in a finance role (W) • Experience with SIMS, ParentMail and Access Education or similar (W, D) • Working knowledge of ESFA funding income (W) • Experience with journals (W) • Experience correcting accounting errors (W)



	<ul style="list-style-type: none"> • Experience working on your own initiative and managing your own workload (W) • Experience prioritising and working to deadlines in a busy and much interrupted environment (W) • Experienced collating Supplier payment runs and checking payment terms (W) • A sound working knowledge of Budgets (W) • Familiar with Credit Control procedures and managing Aged Debtors (W) • Experience with online banking and payment systems (W) • Experienced working with processes, procedures and to policies 	<ul style="list-style-type: none"> • Experience maintaining data on Excel Spreadsheets (W) • Familiar with costing projects (W) • A working knowledge of VAT (W, I)
<p>Other Conditions</p>	<ul style="list-style-type: none"> • Ability to communicate effectively both written and orally (W, I) • Ability to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure (W, I) • An understanding of the confidential nature of aspects of the role (I) • Methodical approach to work tasks with key emphasis on accuracy and attention to detail (I) • Ability to set and maintain high standards (I) • Excellent data input skills (I, T) • Ability to provide accurate data reports (I, T) • Ability to deal professionally, fairly and effectively with visitors, staff, students and parents. (W, I) • Sound understanding of confidentiality issues. (I) • Excellent oral and written communication skills with the ability to communicate at all levels using 	<ul style="list-style-type: none"> • Knowledge of financial regulations (I) • Working knowledge of financial administration (A, I) • Knowledge of the Academies Financial Handbook (I) • Working knowledge of the ESFA funding incomes (I) • Experience of providing a wide range of administrative support (W, I) • Confident and able to use own initiative. (I) • Positive problem-solving attitude. (I)



	<p>diplomacy and discretion as required. (I)</p> <ul style="list-style-type: none"> • Ability to remain patient and calm in challenging situations. (I) • Ability to work effectively within a team environment. (I) • Ability to build effective working relationships with colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues, students and visitors. (W, I) • Outstanding inter-personal skills and a professional manner, possessing a positive and flexible attitude to requests. (I) • Ability to promote a positive ethos and role model positive attributes(I) • Positive ‘can do’ troubleshooting attitude. (I) • Flexible approach to work with a co-operative and helpful demeanour (I) • Excellent attendance and time management record (I) 	<ul style="list-style-type: none"> • Adaptable to change and a willingness to develop new skills (I)
<p>Equal Opportunities & Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to equal opportunities. (I) • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I) • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are ‘Essential’ and marked as evidenced by your written application (W) – if your written application does not state how you meet the essential criteria, you will not be shortlisted.

6th August 2021