

 Person Specification – Finance Officer (N6)

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| **Attributes** | **Requirements:** | **Essential or****desirable** | **Assessment****Method\*** |
| **1** | **2** | **3** | **4** | **5** |
| **A. Training and education** | C Grade GCSE (or equivalent) or above in English and mathematics | Essential | **** | **** |  |  |  |
| High level ICT skills, relevant to the role | Essential | **** | **** |  |  | **** |
| Competent in the use of Microsoft Office and other software as required | Essential | **** | **** |  |  | **** |
| Recognised management, financial and administrative qualification/experience | Essential | **** | **** |  |  |  |
| Recognised qualifications in Accountancy, AAT Level 2 | Desirable | **** | **** |  |  |  |
| Arbor Experience | Desirable | **** |  | **** | **** | **** |
| **B. Experience, skills and abilities** | Experience of dealing with basic finance and budget enquiries from staff and suppliers | Essential | **** |  | **** |  | **** |
| Able to develop financial recording systems | Essential | **** |  | **** |  | **** |
| Organisation and planning skills to ensure budgeting and financial data is delivered on time | Essential | **** |  | **** |  | **** |
| Manage a range of priorities and prioritise responses | Essential | **** |  | **** |  |  |
| Flexible outlook and interpretation of the needs of the job | Essential | **** |  | **** |  |  |
| Able to work accurately and to deadlines | Essential | **** |  | **** | **** | **** |
| Experience of working within an academy/school environment | Desirable | **** |  | **** | **** |  |
| Understanding the importance of financial controls and regulations and procedures | Desirable | **** |  | **** |  |  |
| Experience in the use of IT finance packages | Desirable | **** |  | **** |  |  |
| **C. Equal opportunity** | Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice. | Essential | **** |  | **** |  | **** |
| Can role model the values and principles of the school / academy | Essential | **** |  | **** | **** | **** |
| Can demonstrate leadership judgement both externally and internally | Essential | **** |  | **** |  | **** |
| Demonstrates the ability to build strong working relationships | Essential | **** |  | **** | **** | **** |
| **D. Other skills** | Able to work efficiently and effectively when facing tight deadlines and demanding workloads | Essential | **** |  | **** |  | **** |
| Reliable with regard to all aspects of working practice | Essential | **** |  | **** | **** | **** |
| Ability to promote a positive ethos and role model positive attributes | Essential | **** |  | **** |  | **** |
| Able to contribute to the observance of school wide expectations of student behaviour | Essential | **** |  | **** |  | **** |
| Confident and able to use own initiative with a positive problem solving attitude | Desirable | **** |  | **** |  | **** |
| Willing and able to keep up-to-date with legislation/guidelines/new/best techniques/as they change or study for/obtain/train for further skills and qualifications needed for the role | Essential | **** | **** | **** |  | **** |
| Professionally discreet and able to respect confidentiality | Essential | **** |  | **** |  | **** |
| Ability to remain patient and calm in challenging situations | Essential | **** |  | **** |  | **** |
| Ability to build effective working relationships with all learners and colleagues and to perform andmaintain appropriate professional relationships and boundaries with colleagues and students | Essential | **** |  | **** |  | **** |
| Flexible approach to work and hours, with the ability to respond to varied requirements, prioritiseaccordingly and work effectively to tight deadlines | Essential | **** |  | **** |  | **** |
| Knowledge of the financial implication of Academy status | Desirable | **** |  | **** |  | **** |
| **E. Other conditions Including any hazardous or environment****-ally adverse conditions** | Must satisfy relevant pre-employment checks. | Essential | **** | **** | **** | **** |  |
| Willing to present a professional image of the school through appropriate standards of dress whilst at work and have good punctuality and attendance record. | Essential | **** |  | **** | **** |  |
| Fit to fulfil all aspects of the job description | Essential | **** | **** | **** | **** |  |
| This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. | Essential |

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| **\*Assessment method:** |  |
| 1= From the written application | 4= References |
| 2= Documentary evidence | 5= Test |
| 3= The Selection Interview-Panel |  |