

Person Specification – Finance Officer

Criteria	Essential	Desirable
Education		
A pass in GCSE (or equivalent) English and Maths	✓	
ACA/ACCA/CIMA part qualified or qualified, or equivalent vocational training	✓	
Relevant Experience		
Strong experience of using a payroll system, such as EPM, or processing payroll.	✓	
Strong experience of using a accounting software such as Access.	✓	
Experience of finance or business management in a school/Trust.		✓
Experience of working effectively with colleagues, Trustees and other organisations	✓	
Knowledge and Skills		
A very good knowledge of school/Trust financial procedures.		✓
Strong written and verbal communication skills including the ability to contribute to team discussions and Trustees meetings.	✓	
Administration, record keeping and IT skills – use of Microsoft 365	✓	
Strong working knowledge of Local Government and Teachers Pension scheme		✓
Personal Characteristics		
The ability to work independently and as part of a team.	✓	

Has excellent attention to detail and accuracy in all work	✓	
Exceptionally organised and strong administrative abilities	✓	
The ability to work efficiency, using their initiative and working to tight deadlines	✓	
The ability to maintain clear boundaries and confidential working practices and able to manage sensitive information with discretion	✓	
A positive, pro-active approach, with an ability to problem-solve and the drive to implement new systems and processes as necessary.	✓	
The ability to build strong relationships with colleagues etc.	✓	
Appetite to drive continuous improvement over finance process and procedures	✓	
The ability to reflect and self-evaluate		✓