

## Finance Officer Person Specification

CRITERIA	QUALITIES
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>➤ Preferably a degree - ideally in Accounting and Finance or a related discipline, or</li> <li>➤ A Finance qualification such ACCA or equivalent – fully qualified or working towards, or</li> <li>➤ Experience over time working in a Finance role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Successful financial experience within a school, or in a relevant field outside education</li> <li>➤ Admin experience including the management, development and operation of admin systems and procedures</li> <li>➤ Use of ICT including Excel, SIMS, FMS and other dedicated finance management information systems</li> <li>➤ Experience of administering budget and financial matters in a school or other organisation</li> <li>➤ Experience of data protection</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>➤ Expert knowledge of financial management</li> <li>➤ Exceptional attention to detail</li> <li>➤ Excellent time management skills and the ability to process multiple tasks and meet deadlines</li> <li>➤ Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ High standards of professionalism and confidentiality</li> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Willing to undertake additional duties as and when required to ensure the successful operation of the school</li> </ul>