



PERSON SPECIFICATION

Job Title: Senior Finance Officer
 Salary: Grade C3/C4 Actual Salary £26,383 - £28,635
 Hours: 8.30am – 4.30pm Monday – Thursday; 8.30am – 3.30pm Friday

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> 5 GCSEs Grade A* - C or equivalent including English and Mathematics 	<ul style="list-style-type: none"> AAT Level 2 Certificate in Accountancy Qualification in procurement management First Aid Qualification
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 3 years' experience of working in finance. Proficiency in working with Microsoft packages, including Word and Excel Experience of working within financial controls Working as part of a team 	<ul style="list-style-type: none"> Experience of working in education finance in a Secondary setting Experience of using Corero RS32 and Xero for Education Experience of using Bromcom MIS Experience in Procurement and Supplier Management Experience of administering First Aid in an education setting
KNOWLEGDE AND SKILLS	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> Understanding of the role and function of external audit and Internal Scrutiny. Ability to procure goods and services Ability to communicate with colleagues and pupils of secondary age Ability to work to deadlines and manage own workload Ability to maintain confidential data 	

<p>PERSONAL QUALITIES</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Good time management and the ability to prioritise tasks effectively. • High expectations of self and professional standards. • The ability to maintain successful working relationships with other colleagues. • A willingness to work outside of the scheduled day, where necessary. • High levels of drive, energy and integrity. <p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> • Plan and take control of situations. • Work flexibly, attending and contributing towards meetings and training • Commit to contributing to the wider school and its community. 	<ul style="list-style-type: none"> • Knowledge of statutory requirement's regarding the education sector and public finance
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Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve.

The successful applicant will require an enhanced disclosure from the Disclosure and Barring Service. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Bartley Green School positively welcomes applications from everyone and values diversity in our workforce.