**Person Specification – Senior Finance Officer**

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of* *inspiring trust and confidence across a diverse range of students, staff and parents.*

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Right to work in the UK. * High standard of numeracy and literacy. * Level 4 or higher in Maths and English at GCSE or equivalent | * Desirable to have qualifications within the field of finance (or willingness to study towards) |
| **Relevant Experience** | * The ability to manage others and ensuring that minimum service levels are maintained * Experience of working with day to day financial systems. * Experience of financial procedures, including purchase ledger and accounts receivable. * Experience of liaising with pupils, non-financial staff members and external suppliers and resolving queries. | * Experience of running effective administrative and financial support, ideally in an educational setting. * Experience of providing staff training |
| **Knowledge and understanding** | * Competent user of Microsoft Office and confident to learn and use new technologies. | * Competent user of PSF/IRIS financials |
| **Skills and aptitudes** | *Working with people:*   * Listens well, communicates clearly and fluently * Maintains confidentiality, integrity and discretion * Adapts to the team and helps to build team spirit * Relates well to people at all levels   *Coping with pressure and setbacks:*   * Works productively in a high-pressure environment   *Adapting and responding to change:*   * Adapts to changing circumstances * Ability to rapidly learn new tasks and/or systems or processes   *Organising and executing:*   * Sets high standards for quality and quantity * Works in a systematic, methodical and orderly way * Manages time effectively * Delivers positive business outcomes   *Enterprising and performing*   * Accepts and tackles goals with enthusiasm * Uses technology to achieve work objectives   *Overall*   * Excellent administrative, communication and organisational skills. |  |
| **Special Requirements** | Enhanced DBS clearance  Compliance with all School and Trust policies  Safeguarding and promoting the welfare and success of all students and young people.  The implementation of equal opportunities practice.  Promoting the stated aims and policies. |  |