### PERSON SPECIFICATION

#### POST: FINANCE OFFICER

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| Essential Requirements | Indicative method of assessment |
| Qualifications  * GCSE Maths and English or evidence of abilities at this level | Application Form |
| Experience  * Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. * Self-motivation and personal drive to complete tasks to the required timescales and quality standards. * The flexibility to adapt to changing workload demands and new school challenges. * Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users. * Personal commitment to continuous service improvement. * Personal commitment to the school’s professional standards, including dress code, at all times. * Ability to keep accurate financial records and maintain an efficient filing system. | Application Form/Interview/References |
| Knowledge  * Thorough knowledge and understanding of the principles and practices of finance and significant experience of working in a financial environment. * Excellent IT skills and the ability to use financial management software packages or similar systems. Ability to develop and review financial systems and procedures and implement improvements. * An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training. | Application Form/Interview/References |
| Skills/Abilities  * Keyboard / word processing * Effective communicator, both verbally and in writing, with an ability to relate to staff across the school. * Commitment to equal opportunities * Approachable, courteous and able to present a positive image of the school to callers/visitors * Good organisational skills to meet any financial deadlines as required throughout the school financial year. * Willingness to attend any training courses as may be required in the future. * Willingness to abide by the school’s policies * Flexible * Personal commitment to continuous self-development. * Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data. |  |