### 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.
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