

Person Specification – Finance Officer

| Area | E= Essential D= Desirable | Where Measured A – Application I – Interview |
|--|------------------------------|--|
| Education and Qualifications | | |
| <ul style="list-style-type: none"> Good standard of numeracy and literacy. | E | A |
| <ul style="list-style-type: none"> Excellent written communication skills. | E | A |
| <ul style="list-style-type: none"> At least NVQ level 2 or equivalent in a relevant discipline. | E | A |
| Experience | | |
| <ul style="list-style-type: none"> Using FMS software. | D | A |
| <ul style="list-style-type: none"> Using SIMS software. | D | A |
| <ul style="list-style-type: none"> Working in a finance environment. | D | A |
| <ul style="list-style-type: none"> Working in a school. | D | A |
| <ul style="list-style-type: none"> Working under pressure to tight deadlines. | E | A/I |
| <ul style="list-style-type: none"> Provision of data in a user friendly format. | E | A/I |
| <ul style="list-style-type: none"> Handling, analysing and evaluating data. | E | A/I |
| <ul style="list-style-type: none"> Working collaboratively with other colleagues in school. | E | A/I |
| <ul style="list-style-type: none"> Use of Microsoft Office, Word, Excel, PowerPoint. | E | A/I |
| Skills and Abilities | | |
| <ul style="list-style-type: none"> Ability to work as part of a team and also individually. | E | I |
| <ul style="list-style-type: none"> Encourage high standards of pupil behaviour. | E | I |
| <ul style="list-style-type: none"> Awareness of the need for confidentiality. | E | I |
| <ul style="list-style-type: none"> Awareness of the importance of legal and local authority financial regulations | E | I |
| <ul style="list-style-type: none"> Good communication skills. | E | I |
| <ul style="list-style-type: none"> Organisation and prioritisation skills. | E | I |
| <ul style="list-style-type: none"> Excellent time management. | E | I |
| Other | | |
| <ul style="list-style-type: none"> Willingness to undertake training as required. | E | A/I |
| <ul style="list-style-type: none"> Excellent attendance and punctuality. | E | I |
| <ul style="list-style-type: none"> An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | E | I |