

Haydock High School



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