



Person Specification

POST: Finance Officer

DATE: 20.7.17

Recruitment and Selection Policy Statement

The Governing Body is committed to safeguarding our students against radicalisation and extremism and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

CRITERIA	STANDARD	E/D	MEASURED BY
Experience	A background of financial administration preferably in education	E	Application form
	Accounts experience including purchase and sales ledger, bank reconciliation and cash flow monitoring	E	Application form
Knowledge	An understanding of internal control procedures, financial regulations and value for money concepts	E	Application form
	Basic understanding of VAT requirements	E	Application form/Interview
	An understanding of month end and year end procedures	D	Application form/Interview
	Ability to complete routine financial returns preferably to include gift aid declarations	E	Application form/Interview
	Understanding of internal and external audit requirements	D	Application form/Interview
	Understand and support the differences in relation to SEND provision and identify and monitor funding due to the school	E	Application form/Interview
Skills	Excellent numeracy and ICT skills; knowledge of Excel to intermediate level and experience of financial software systems preferably PS Financials	E	Application form
	Commitment to develop and learn in the role and take responsibility for own CPD	E	Application form
	Ability to communicate clearly, orally and in writing to a variety of audiences	E	Application form/Interview
	Good organisational skills; able to manage own time effectively and work to deadlines	E	Application form/Interview