

Person Specification – Finance Officer

Attributes	Essential	Desirable	How Identified
Education and Qualifications	<p>You will be an AAT qualified, or a part qualified CCAB accountant</p> <p>A sound understanding of bookkeeping/ accountancy skills and a commitment to undertake further study.</p>	Knowledge and experience of payroll	Application form and evidence.
Relevant Experience	<p>Relevant experience working in finance - in operational finance and/or financial management.</p> <p>Experience of computer based financial accounting software.</p> <p>Experience of working to strict deadlines.</p>	<p>Experience working in an educational environment.</p> <p>Experience and a good understanding of PS Financials</p> <p>Experience in monitoring budgets.</p>	Application form and Interview
Knowledge, skills, abilities and understanding	<p>Good ICT skills including use of Microsoft Office – word, excel and outlook.</p> <p>Advanced use of Excel spreadsheets.</p> <p>Able to communicate financial issues to a wide range of stakeholders including staff, students, suppliers, members of the community etc. providing a high standard of customer care and promoting the Finance function and the Academy in a positive way.</p> <p>To demonstrate the ability to work accurately, with attention to detail.</p> <p>Excellent time management, administrative and organisational skills, prioritising own workload.</p> <p>Able to use own initiative and work independently of direct supervision.</p> <p>To have an understanding of audit requirements.</p> <p>A sound understanding of maintaining confidentiality.</p>	<p>Experience of and an aptitude for developing computer based reports and procedural systems and controls.</p> <p>Liaising with external agencies.</p>	Application form and Interview

Other Requirements	<p>Must be smart and presentable.</p> <p>Have a flexible approach towards the working day.</p> <p>Good attendance and punctuality</p> <p>A can do attitude</p>	<p>A desire for and be committed to personal/ professional development.</p> <p>Hold a driving licence.</p>	Application form, Interview and references
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