# Person Specification – Finance Officer

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The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement and application form how you meet the following criteria. The personal qualities and professional values are fundamental to this post and the successful candidate will need to be able to demonstrate evidence of these during the interview process.

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|  | Essential | Desirable |
| Qualifications & training | * GCSEs Maths and English grade C or above, or equivalent;
* Evidence of commitment to own professional development.
 | * Graduate level or equivalent.
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| Experience | * Administrative experience in a school or business setting;
 | * Experience working with accounts management software;
* Experience carrying out end of month procedures including bank reconciliation and reporting;
* Experience of working in a school.
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| Professional Qualities | * A commitment to high standards of achievement and well-being for all;
* A commitment to inclusion and to equality of opportunity;
* A commitment to prioritising the safeguarding and promoting the welfare of all children.
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| Knowledge and understanding | * The purpose of primary school education and of priorities in schools;
* The responsibilities of senior leaders in schools;
* The confidential nature of some school business;
 | * Understanding of financial management procedures in schools, including separation of duties and record keeping requirements;
* Understanding of asset management procedures in schools.
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| Skills | * The ability to work collaboratively and develop and maintain positive and effective working relationships with all members of the school community;
* Flexibility, adaptability, enthusiasm and confidence;
* Strong data analysis and manipulation skills;
* Methodical approach and high level of accuracy and attention to detail;
* Excellent secretarial and administrative skills including use of ICT;
* Excellent written and oral communication skills;
* Sound organisational skills and ability to prioritise in a busy and demanding context.
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| Personal Attributes | The candidate will be able to demonstrate that they are:* Hardworking;
* Able to work efficiently, managing personal time and workload effectively to meet deadlines;
* Able to maintain professional confidences;
* Motivated and can be independent on completing work streams;
* Able to quickly absorb, interpret and organise large amounts of information;
* Able to be innovative and develop new ideas and solutions; being able to think outside the box and effectively plan ahead;
* A positive and self-motivated team player;

The candidate will have:* Excellent communication and writing skills; to achieve effective communication; to maintain confidentiality; to liaise with a wide range of internal and external contacts;
* Excellent interpersonal skills and the ability to build relationships with staff and communicate effectively with parents and the wider school community.
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| Special requirements | Will require a DBS check to work within school environment.  |  |