



Person Specification

Finance Officer

| Qualifications & Experience | Essential | Desirable |
|---|-----------|-----------|
| <ul style="list-style-type: none"> • Good general education, with GCSEs or equivalent in English and Maths | ✓ | |
| <ul style="list-style-type: none"> • Experience in administering financial management and budgeting in a school or other large complex organisation | ✓ | |
| <ul style="list-style-type: none"> • Experience in using IT systems including excel, dedicated finance management packages and management information systems | ✓ | |
| <ul style="list-style-type: none"> • Knowledge and clear understanding of VAT in the sector | | ✓ |
| <ul style="list-style-type: none"> • Experience in overseeing and maintaining the sales and purchase ledger | ✓ | |
| <ul style="list-style-type: none"> • Experience in the ability to embrace and embed new systems and procedures | ✓ | |
| <ul style="list-style-type: none"> • Experience of preparing financial related reports for senior managers | ✓ | |
| <ul style="list-style-type: none"> • Knowledge and experience of working within academy and statutory financial regulations | ✓ | |
| <ul style="list-style-type: none"> • Experience of working in a busy public sector organisation | | ✓ |
| Skills & Knowledge | Essential | Desirable |
| <ul style="list-style-type: none"> • Excellent time management skills and the ability to remain calm and focused under pressure | ✓ | |
| <ul style="list-style-type: none"> • Excellent organisational skills; able to handle multiple tasks and meet deadlines | ✓ | |
| <ul style="list-style-type: none"> • General knowledge and experience of using IT including Microsoft, financial and budgeting packages such as Excel, Word, Outlook, PS Financials and HCSS | ✓ | |
| <ul style="list-style-type: none"> • Excellent communication skills, including high standards of written communication, grammar and spelling | ✓ | |
| <ul style="list-style-type: none"> • Ability to solve problems with a forward thinking and committed approach | ✓ | |
| <ul style="list-style-type: none"> • Ability to produce clear and well-formatted documents | ✓ | |
| <ul style="list-style-type: none"> • Ability to work with tact and diplomacy and maintain confidentiality | ✓ | |



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| • Thoroughness and excellent attention to detail | ✓ | |
| • Ability to work under pressure to prioritise and meet deadlines | ✓ | |
| • Initiative and ability to take responsibility for tasks, prioritising and scheduling your own workload | ✓ | |
| • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required | ✓ | |
| Personal | Essential | Desirable |
| • High standards of professionalism and confidentiality | ✓ | |
| • Highly motivated with the ability to work to tight deadlines and under pressure | ✓ | |
| • An approachable team player who is willing to go beyond their own responsibilities to help others at busy times | ✓ | |
| • Common sense, co-operation and positive approach | ✓ | |
| • Adaptable, open to change and willing to take on challenges with enthusiasm | ✓ | |
| • Self-motivated and able to take the initiative | ✓ | |

GREATER THAN THE SUM OF ITS PARTS