



Person Specification

POST: Finance Officer

DATE: 19.6.17

Recruitment and Selection Policy Statement

The Governing Body will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

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, appropriate school policies, procedures and 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 complex returns, write complex letters and reports	E	Application form/Interview
	Understanding of internal and external audit requirements	D	Application form/Interview
	Understand 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 and sensitively, orally and in writing to a variety of audiences, including senior management, staff and students of the school	E	Application form/Interview
	Excellent organisational skills; able to manage own time effectively and work to deadlines and remain calm under pressure	E	Application form/Interview