

Finance Officer

Aureus School - Person Specification

Position: Finance Officer	Essential	Desirable
Qualifications:		
English and Maths to GCSE level or equivalent	Y	
Professional and Experience		
Experience of working in a financial role	Y	
Experience of working in an educational environment		Y
Knowledge and Skills		
Excellent numeracy skills	Y	
ICT skills – Advanced use of Microsoft Excel & Word	Y	
ICT skills - Familiarity with SIMS, PS Financials & Parent Pay		Y
Up-to-date knowledge of education funding and awareness of impending or planned changes to the education funding system		Y
Excellent administration skills	Y	
Able to work to manage a varied workload and work to deadlines	Y	
Ability to work under pressure and manage time effectively demonstrating the ability to prioritise important or time critical tasks	Y	
Willing to be responsible for your own professional development and to disseminate best practice to colleagues	Y	
Proven willingness and capacity for hard work	Y	
Demonstrate robustness and emotional resilience in challenging situations	Y	
Highly motivated, clear-thinking and principled	Y	
Excellent time keeping and pattern of attendance	Y	
An excellent communicator being able to build successful relationships with all groups of students, staff, parents and professionals from outside of the school	Y	
Personal integrity and loyalty, remaining confidential at all times	Y	
Safeguarding		
We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure.		
Wellbeing		
We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.		
Diversity		
We particularly welcome applicants from under-represented groups including ethnicity, gender,		

transgender, age, disability, sexual orientation or religion.

Flexibility

We are open to applications from educators seeking flexible roles including part-time, job share and co-leadership responsibilities.