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**WOODCOTE HIGH SCHOOL**

**PERSON SPECIFICATION**

**Job title: FINANCE OFFICER**

**Knowledge**: Understanding and application of financial software packages and cashless systems

Understanding of Audit and reporting practices

Awareness of EFA Academies financial Handbook

Up-to-date knowledge of relevant policies, codes of practice and financial legislation.

Minimum accountancy qualification AAT Level 3

**Skills & Abilities**: Excellent numeracy/literacy skills

Effective use of ICT packages e.g. Excel and accountancy packages

Ability take initiative and seek best value

Good communication and negotiating skills

Ability to relate well to students and adults

Ability to work constructively as part of a team, understanding school roles and responsibility and your own position within these.

Ability to understand, apply and comply with school policies

Familiarity with school data base packages

**Experience**: Experience of working in a financial and preferably educational environment.

The above person specification should act as a guide of best fit for interested applicants.