



	FINANCE OFFICER - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Commitment to future CPD through completion of a L3 technical qualification if not yet achieved	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to manage confidential material in an appropriately sensitive way	E
	Track record in excellent customer service	E
	Willingness to take a hands-on approach as necessary	E
	Ability to work under pressure, prioritising own workloads to meet specified deadlines, in a situation with frequent interruptions	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Evidence of learning beyond the workplace	D
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
	Relevant accounting or business qualification at Level 2 or above, or equivalent experience	E
	L3 AAT Accounting qualification or equivalent	D
Experience	Working with a financial software package	E
	Working within a finance role	E
	Working within finance in a school setting, using school systems such as FMS, PS Financials or other accounting packages	D
	Experience of cash handling and banking including petty cash	E

	FINANCE OFFICER - CRITERIA	Essential / Desirable
Knowledge	Sound knowledge and understanding of key finance principles	E
	Excellent levels of numeracy and literacy	E
	Ability to analyse and interpret financial information	E
	Ability to swiftly adapt to and utilise new systems and software	E
Communication skills	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively, confidently and accurately both orally and in writing	E
	Ability to relate well with young people and understand that everyone in school has a role to play in their education	E
General skills	High level IT skills including the use of formulaic functions of Microsoft Excel to be able to interrogate the finance system and manipulate data and produce reports.	E
	Ability to use financial information systems and to produce reports from them.	E
	Able to work effectively as part of a team	E
	Ability to plan, organise and prioritise effectively to meet deadlines	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

November 2018