|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Essential | Desirable | Assessed via |  |  |
| **Qualifications:** | | | | | |
| Has a university degree or equivalent in a relevant subject | 🗸 |  | Application form and interview  Certificates checked at interview |  |  |
| Has a relevant qualification such as AAT, CIMA, ACCA | 🗸 |  |  |  |
| **Experience:** | | | | | |
| A minimum of 2 years’ experience in a finance officer role within a school or college | 🗸 |  | Application form |  |  |
| Experience of working with FMS or other school finance packages | 🗸 |  | Application form |  |  |
| Understanding/experience of financial policy and procedures | 🗸 |  | Interview |  |  |
| Strong problem-solving skills and attention to detail | 🗸 |  | Task |  |  |
| Experience of financial reporting, fixed assets, producing monthly management accounts, budgets, cash flows and variance analysis | 🗸 |  | Application Form / Reference |  |  |
| Developing and managing strategic financial plans |  | 🗸 | Application / reference/ task |  |  |
| **Knowledge and Skills:** | | | | | |
| Strong knowledge of using Microsoft Excel | 🗸 |  | task |  |  |
| Excellent organisational skills | 🗸 |  | task |  |  |
| Professionally discreet and able to respect confidentiality | 🗸 |  | interview |  |  |
| Willing to undertake training and other CPD activities in order to further develop the specialist skills needed for the role | 🗸 |  | interview |  |  |
| Excellent interpersonal and communication skills (verbal and in writing) | 🗸 |  | Interview |  |  |
| Ability to use own initiative | 🗸 |  | Interview |  |  |
| Ability to multi-task and prioritise workloads in order to meet deadlines | 🗸 |  | Task |  |  |
| Ability to work with minimum supervision | 🗸 |  | task |  |  |
| Able to work in a busy school office environment | 🗸 |  | application |  |  |
| Persuasive, articulate and confident manner | 🗸 |  | Interview |  |  |
| **Personal Qualities:** | | | | | |
| Willing to embrace and develop the vision of the Oaklands School | 🗸 |  | Interview |  |  |
| Integrity | 🗸 |  | Interview |  |  |
| Adaptability to changing circumstances and new ideas | 🗸 |  | interview |  |  |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | 🗸 |  | Interview |  |  |
| Commitment to safeguarding and promoting the welfare of children and young people | 🗸 |  | Interview |  |  |
| Flexibility around hours of work to enable events to occur late afternoon/evening/occasional weekend is required | 🗸 |  | Interview |  |  |
| High expectations of self and others | 🗸 |  | interview |  |  |
| Well-groomed and presented in line with requirement of the role. | 🗸 |  | interview |  |  |
| Committed to equality of opportunity for all | 🗸 |  | interview |  |  |