**Finance Officer**

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| **Attribute** | **Essential** | **Desirable** |
| Qualifications/Experience | * Experience of dealing with confidential information.
* Computer literate and familiar with all Microsoft Office Software.
* Basic accounting skills.
* Experience of financial administration.
* Flexible approach and ability to work on own initiative as well as part of a team
* English and Maths GCSE
 | * Experience of working in a fast paced office environment.
* Experience of a finance role in a similar school/college or financial services environment
* Experience of managing competing priorities and working to tight timescales.
* Full driving licence
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| Knowledge and Understanding | * Knowledge of good school administration practice
* Knowledge of banking and financial record keeping.
* Quick to learn and able to work accurately.
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| Personal attributes | * Friendly, calm, and positive disposition.
* Good communication and interpersonal skills
* Able to work on own initiative.
* Works well in a team
* Excellent attention to detail
* Quick to pick up details and work accurately.
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