**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 |
| Knowledge and Understanding | * Knowledge of good school administration practice * Knowledge of banking and financial record keeping. * Quick to learn and able to work accurately. |  |
| 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. |  |