

SENIOR FINANCE OFFICER: PERSON SPECIFICATION

Essential	Desirable
Qualifications and experience: <ul style="list-style-type: none"> Educated to a degree level in a relevant field. Experience of working in a finance function. 	Qualifications and experience: <ul style="list-style-type: none"> Part or qualified accountant Experience of working in an educational setting
Professional Experience <ul style="list-style-type: none"> Excellent numeracy and financial skills, with the ability to deliver best practice in financial management and produce accurate and timely financial information. Reflective and analytical skills, with the ability to find, absorb and summarise complex information, often to tight deadlines. Analytical and problem solving skills with the ability to anticipate problems and proactively suggest solutions. Systematic attention to detail and accuracy. Discretion and respect for confidentiality. Ability to use FMS systems. Excellent time management skills with the ability to manage multiple priorities. Good interpersonal and written and verbal communication skills. Proficient computer literacy, including the ability to use MS office. 	
Knowledge, abilities, skills and experience <ul style="list-style-type: none"> A commitment to professional excellence, learning and continuous improvement. A positive “can-do” attitude and ability to anticipate problems and proactively suggest/find solutions. Flexibility and ability to adjust to change. Commitment to the highest standards of child protection. Recognition of the importance of personal responsibility for health and safety. Commitment to the school’s ethos, aims and its whole community. 	

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