

TITLE OF POST:	Senior Finance Officer (Barnhill)
GRADE:	Scale 6 Points 26 to 28 Pro Rata Salary APT&C conditions apply
PURPOSE OF POST:	To support the Chief Financial Officer in the efficient execution of all finance office activities To provide a comprehensive procurement service to the school as well as manage the student facing elements of finance, delivering accurate and timely financial information within a strong control environment. The role is based at Barnhill Community High
ORGANISATION RELATIONSHIPS	Chief Financial Officer
HOURS:	36 hours per week, Term time plus training days, with additional 1 week holiday hours (40 weeks)

PERSON SPECIFICATION

Knowledge/Qualifications:

- Good standard of general education including English and Maths
- Good understanding of financial accounting principles – preferably AAT qualified
- Enquiring analytic mind in order to interrogate financial information and make best use of system functionality
- Competent in the use of Microsoft Office suite
- Experience of working in a school or similar environment

Experience:

- Experience of finance processes and practices
- Experience of undertaking a range of clerical and administrative duties, including data input and retrieval

Skills/Abilities:

- Good level of ICT competence: SIMS, Word, Excel, Financial Systems
- Good interpersonal skills and the ability to communicate effectively both orally and in writing, including dealing with people at all levels
- Ability to prioritise and organise own workload
- The ability to work under pressure and ensure that deadlines are met
- Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach at all times
- Must be able to meet targets and objectives in a timely and professional manner with minimum supervision.
- Adhere to the agreed procedures and audit requirements concerning financial record keeping, security, cash and assets
- Ability to contribute effectively to the development of whole school policies

Personal Qualities:

- Confidentiality and integrity
- Ability to work independently and as part of a team
- A sense of responsibility
- Flexibility and use of initiative, ability to work under pressure
- Proven commitment to principles and policies of equal opportunities and understanding of how they apply to the role
- Display commitment to the protection and safeguarding of children
- Commitment to the community ethos of the school