



**PERSON SPECIFICATION
FINANCE OFFICER**

Requirement	Criteria
QUALIFICATIONS/TRAINING	
English and Mathematics GCSEs or equivalent	Essential
IT Qualification such as ECDL or equivalent	Desirable
Accounting / book-keeping qualification	Essential
KNOWLEDGE AND EXPERIENCE	
Accounting / book-keeping experience	Essential
Experience of working in an office environment	Essential
Experience of working with Microsoft products	Essential
Ability to make an effective contribution within a team	Essential
Ability to demonstrate a clear understanding of the safeguarding children agenda and its application	Essential
Experience of working in an academy environment	Desirable
Experience of working in a school	Desirable
Experience of working with a range of software	Essential
Experience of using Sage or similar schools finance package	Desirable
SKILLS	
Excellent telephone manner	Essential
Practical experience of working with people / customer service skills	Essential
Evidence of using ICT skills in the workplace (or significant qualification)	Essential
Excellent typing / word processing skills	Essential
Excellent administrative and clerical skills	Essential
Ability to form good working relationships with colleagues and parents	Essential
Ability to multiskill over a range of office tasks	Essential
Ability to work as part of a team, as well as on own initiative	Essential
QUALITIES AND ATTITUDE	
A positive, "can-do" attitude and demeanour	Essential
Able to develop and sustain good working relationships	Essential
A commitment to accuracy / getting things right first time	Essential
Professional and positive attitude to work and the workplace	Essential
Ability to work calmly under pressure	Essential
Excellent sense of humour	Essential
To be able to work to deadlines and schedule tasks, planning ahead to avoid pressure points	Essential