

Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> ➤ Financial qualification eg NVQ level 3 or equivalent by experience 		√
Experience	<ul style="list-style-type: none"> ➤ Relevant experience working in a school office, or in a finance role outside education ➤ Experience of change management ➤ Contributing to staff development ➤ Good understanding of the scheme of financial delegations 	√	√ √ √
Skills and knowledge	<ul style="list-style-type: none"> ➤ Good understanding of SIMS FMS including BACS payments, petty cash journals, invoice processing, income processing etc) ➤ Excellent attention to detail ➤ Experience in Word and Excel to intermediate / advanced level ➤ Experience in using Microsoft Outlook ➤ Ability to work as part of a team or on own initiative ➤ Willingness to learn new processes and procedures ➤ Proactive self-starter who has an organised approach ➤ Ability to develop and maintain good relationships with colleagues and external organisations ➤ Ability to deliver an exceptional service and communicate well using clear and defined processes whilst remaining flexible and using discretion. 	√ √ √ √ √ √ √ √ √ √	
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ A “can do” attitude with a flexible approach to activities and hours of work ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Be an advocate for the school and the role of Finance Officer ➤ Commitment to maintaining a professional dialogue with all members of the team 	√ √ √ √ √ √ √ √	