**Person Specification - Finance Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **criteria** | **qualities** | **Essential** | **Desirable** |
| **Qualifications training and Experience** | GCSE grades A-C or equivalent in Maths and English  | X |  |
| Level 3 administrative or Finance qualification |  | X |
| **Experience** | Good understanding of ACCESS financial software |  | X |
| Experience of working in school office | X |  |
| Experience of processing orders, invoices and payments | X |  |
| Experience of using Microsoft Word  | X |  |
| Experience of using Microsoft Excel to Intermediate/advanced level | X |  |
| Experience of using Microsoft Outlook | X |  |
| **Skills and knowledge** | Good understanding of scheme of financial delegation  |  | X |
| Excellent attention to detail | X |  |
| Ability to develop and maintain good relationships with colleagues and external organisations.  | X |  |
| Proactive-starter with an organised approach |  | X |
| Ability to learn new processes and procedures |  | X |
| **Personal qualities** | Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils | X |  |
| Ability to work under pressure, multi-task and prioritise work whilst maintaining a professional manner | X |  |
| Ability to build effective working relationships with staff and other stakeholders | X |  |
| “Can do” attitude and a willingness to be involved | X |  |
| Respect for young people and their needs | X |  |
| Commitment to safeguarding and equality | X |  |
| Embrace change well | X |  |

# Note:

This job description may be amended at any time in consultation with the post holder.

Headteacher/line manager’s signature: **Date:**

Post holder’s signature: Date: