



Finance Officer
PERSON SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION AND TRAINING: <ul style="list-style-type: none"> Demonstrable numeracy and literacy skills Experience in financial/administrative management role 	<ul style="list-style-type: none"> Degree, NVQ Level 4 or equivalent qualification (e.g. Diploma in Management Studies, accountancy qualification, HND Business Studies) Certificate of School Business Management (CSBM)
EXPERIENCE: <ul style="list-style-type: none"> Development and operation of financial management systems Budget management and preparation Familiarity with the procurement, management and audit of resources 	<ul style="list-style-type: none"> Working in a school environment
KNOWLEDGE AND UNDERSTANDING: <ul style="list-style-type: none"> Knowledge of financial, personnel and administrative systems, associated policies and codes of practice, and an understanding of relevant legislation Knowledge of SIMS and FMS Management of administrative and financial systems Relate well to children and adults, and demonstrate the ability to communication well both verbally and in written form Manage a variety of competing priorities, and meet deadlines Use and manage ICT systems and resources effectively 	<ul style="list-style-type: none"> Knowledge of PFM Contribute to high level decisions Formulate ideas and solutions, and present them effectively to the Headteacher/Governing Body
ATTRIBUTES <ul style="list-style-type: none"> Hardworking with a positive attitude, Resilient and patient Adaptable and able to cope with a range of tasks. Willingness to become fully involved in school life. Patience, punctuality, reliability and trustworthiness Motivated – Willingness to undertake training (e.g. First Aid, Safeguarding) 	<ul style="list-style-type: none"> Friendly and sociable with a good sense of humour Flexible approach, enjoys a varied workload. Team Player
Other <ul style="list-style-type: none"> Eligible to work in the UK Suitability to work with children Able to maintain confidentiality on all school matter. Ability to undertake any physical aspects of the post 	<ul style="list-style-type: none"> Flexible – ability to cover additional hours if required