

## PERSON SPECIFICATION - FINANCE OFFICER

Finance Officer	Essential	Desirable
Experience:	<p>Sound experience of providing excellent financial and administrative services and the ability to assist with the management and control of financial resources.</p> <p>Experience of maintaining accurate computerised records and systems.</p>	<p>Educated to A level standard or equivalent.</p> <p>Evidence of continued professional development.</p>
Qualifications / Training	<p>Relevant financial or finance technician qualification.</p> <p>Good numeracy / Literacy skills.</p> <p>GCSEs (or equivalent) of Grade C or above including English and Maths.</p> <p>Willingness to complete Academy training if required.</p>	<p>Experience of school Finance System (SIMS/FMS).</p> <p>Experience of Local Authority Finance Systems (Agresso).</p> <p>Certificate of School Business Management</p>
Knowledge / Skills	<p>Excellent interpersonal skills and highly organised with an ability to meet deadlines.</p> <p>Able to work as part of a team and / or work on own initiative and dedicated to delivering excellent finance support.</p> <p>Ability to present information in a logical, clear and concise format to communicate this effectively to colleagues and governors, both verbally and in writing.</p> <p>An understanding of schools roles and responsibilities and your own position within these.</p> <p>Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.</p> <p>Knowledge of relevant policies / procedures / standards and regulatory matters.</p> <p>Excellent numeracy skills.</p>	<p>Knowledge of best practice and procedures as recommended by the school Financial Value Standard (SFVS).</p> <p>Understanding of the role of teachers, students and the school environment.</p> <p>Effective use of specialist OCT packages.</p>

	Essential	Desirable
Personal Qualities and Skills	<p>Responsive to change.</p> <p>Ability to prioritise and work under pressure.</p> <p>Trustworthy, discreet and able to deal with confidential matters.</p>	<p>Concern for the welfare of the school community.</p> <p>A positive attitude to problem solving.</p>