



**PROSPER Learning Trust**  
**Person Specification**  
**Finance Officer (N6)**

Area	Essential/ Desirable
<b>Qualifications and Training</b>	
Good general education with GCSE's or equivalent in English & Maths (A to C / 9 to 4)	E
Degree or equivalent experience	D
Accounting qualification (Level 4 AAT or part qualified ACCA/CIMA/ACA/CIPFA)	D
Evidence of continued professional development	D
<b>Knowledge and Experience</b>	
Experience of school/academy finance operations	D
At least 3+ years of Finance/Bookkeeping experience	E
Experience of accounting systems (SAGE 200 preferred)	E
Experience of purchase ledger processing	E
<b>Skills and Key Criteria</b>	
Highly developed ICT Skills (including Excel)	E
Ability to prioritise workload effectively to meet deadlines	E
Ability to communicate information and ideas effectively to a wide range of audiences, through excellent written and oral communication skills.	E
Ability to analyse and interpret a range of complex information	E
Ability to work on own initiative and to organise/prioritise own workload	E
Ability to maintain confidentiality	E
<b>Personal Attributes</b>	
A supportive and cooperative team member with a flexible approach	E
Highly motivated showing resilience and reliability	E
A positive attitude and commitment to equality	E
Ability to work outside normal trust hours if the need arises	D
Ability to travel to trust academy locations as required	E
<b>Equal Opportunities</b>	
Should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the Trust.	E
<b>Safeguarding</b>	
Commitment to the protection and safeguarding of children and young people	E
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.	D
Successful candidate will be subject to an enhanced Disclosure and Barring Service Check	E