

Education Funding Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Excellent ICT skills using a wide range of software packages particularly Microsoft Excel
2. Confident and proficient working with numbers with attention to detail skills Strong analytical skills, with the ability to interpret financial data
3. Experience of preparing reports of financial and non-financial data
4. Experience of financial administrative systems and procedures including knowledge of processing expenditure and income and liaising with suppliers and customers
5. Excellent organisational and time management skills with an ability to prioritise workloads in a dynamic environment
6. Clear knowledge and ability to demonstrate discretion and handling of highly confidential information
7. Ability to work on own initiative
8. Effective written, verbal and telephony communication skills
9. Ability to communicate effectively with internal and external stakeholders Demonstrable commitment to delivering excellent customer service

Desirable

1. Level 3 qualification in finance, e.g. AAT Advanced Diploma in Accounting
2. Experience of processing expenditure and income, financial reconciliations, year-end processes, grant distribution, forecasting and monitoring
3. Experience of working (directly or indirectly) within an education environment
4. Understanding of the education funding regime

Additional Requirements

- Flexible approach to work, location, duties and hours
 - The successful candidate will:
1. Complete required corporate training as well as keeping up to date on all relevant Department for Education (DfE) regulations, legislation and updates
 2. Be proactive in sharing information with relevant colleagues and schools
 3. Flexible approach to work, location, duties and hours
 4. Commitment to equality and diversity

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?