



PERSON SPECIFICATION – FINANCE OFFICER

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	GCSE or equivalent in English and Maths, grade 4/C or above	√		A
	Basic computer skills, Microsoft	√		A
	Excel – Intermediate or higher	√		A & I
	Experience of working within a busy office environment	√		A
	Experience of working as part of a team	√		A
	Understanding of basic accountancy i.e., debits and credits	√		A & I
	Previously worked within a school finance office		√	A & I
	Customer service experience		√	A & I
	Knowledge of Sage 50 Accounts Professional		√	A & I
	Experience of cash handling and banking		√	A & I
Personal and interpersonal	Interacting and Presenting – Relating and Networking Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others	√		A & I
	Organising and Executing - Planning and Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones	√		A & I
	Supporting and Co-operating – Working with People Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	√		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles feedback well and learns from it	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		A & I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	√		
	Willingness to undertake safeguarding training when required.	√		I

* A = application, R = references, I = interview, T = task