

PERSON SPECIFICATION

FINANCE OFFICER

Factor		Essential	Desirable	Evidenced by
Qualifications	1) GCSE or Equivalent in maths and English	✓		Application
	2) NVQ Level 4 in Business or school administration		✓	Application
	3) Accounting qualification		✓	Application
Experience	4) Previous experience of working in a school office or education environment	✓		Application/Interview
	5) Experience of liaison with outside agencies		✓	Application/Interview
Knowledge & Understanding	6) Knowledge of school financial administration	✓		Application/Interview
	7) Full working knowledge of relevant policies/codes of practice/legislation		✓	Application/Interview
	8) Knowledge of Microsoft Office including Word and Excel;	✓		Application/Interview
	9) Database knowledge (e.g. Arbor/Arbor Finance)	✓		Application/Interview
	10) Knowledge of preparing reports, minutes, general correspondence	✓		Application/Interview
	11) Knowledge of school finance and personnel systems	✓		Application/Interview
Skills and Aptitudes	12) Ability to communicate effectively in a verbal and written form to a range of audiences;	✓		Application/Interview
	13) Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors;	✓		Interview
	14) Proven organisational skills with a high level of accuracy;	✓		Application
	15) Ability to manage a variety of competing priorities and meet deadlines;	✓		Application/Interview

	16) Ability to formulate ideas and solutions and present them effectively both verbally and in writing.	✓		Application/Interview
	17) Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓		Application/Interview
Personal Qualities	18) Commitment to promote safeguarding and welfare of children within the school	✓		Application/Interview
	19) Bringing personal interest and enthusiasm to the school.		✓	Application/Interview

	Ability to organise, and motivate other staff. Work constructively as part of a team, understanding school roles and responsibilities and own position within these. 16. 17. 18. 19.	✓ ✓ ✓		Application/Interview Application/Interview Application/Interview