

Person Specification

Finance Officer – SO1 to PO1 depending on experience

Essential	Desirable	Application Form	Interview
Qualifications			
Good standard of education (at least GCSE English & Maths or equivalent)	Relevant finance qualification (e.g. AAT) or extensive equivalent experience	X X	
Experience			
Experience of financial administration and management, preferably in a school setting		X	X
Proven experience of budget setting, monitoring and reporting		X	X
Experience of using financial systems (FMS), reconciliation and reporting		X	X
Experience of ensuring compliance with legislation and preparing for audits		X	X
Experience of working to deadlines in a busy office setting		X	X
Experience of working in a school or public sector setting		X	X
Knowledge & Understanding			

Knowledge of financial procedures, regulations and best practice		X	X
Understanding of budget planning and financial accountability		X	X
Understanding of safeguarding, child protection and professional boundaries		X	X
Knowledge of confidentiality, GDPR and data protection		X	X
Awareness of Local Authority financial systems and requirements		X	X
Skills & Abilities			
High level of numeracy and attention to detail		X	X
Ability to analyse financial data and produce accurate reports		X	X
Excellent organisational skills and ability to prioritise workload		X	X
Strong ICT skills (including Excel and financial systems)		X	X
Ability to communicate financial information clearly to non-finance staff			X
Ability to maintain confidentiality at all times			X
Personal Qualities			
Demonstrates a clear commitment to safeguarding and promoting the welfare of children			X
Reliable with excellent attendance and punctuality			X From references

Demonstrate an awareness of SEND and how that affects school funding			X
Demonstrates integrity, honesty and professionalism			X From references
Able to work both independently and as part of a team in a calm and approachable manner			X
Willingness to attend training where necessary and keep abreast of national and local developments			X
Positive attitude and ability to build effective working relationships			X