

## Person Specification: Finance Officer

| Attribute  | Essential   | Desirable  |
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| <b>Qualifications and Training</b>                           | <p>A good standard of general education including English and Mathematics GCSE, or equivalent</p> <p>Finance/accounting related qualification</p> <p>Training and experience of financial related work, financial accounting systems, office administration, word processing and computer information systems</p>   | <p>AAT qualified</p> <p>Experienced PS Financials user</p> <p>Competent user of Excel spreadsheets.</p> <p>Familiar with ParentPay.</p>                        |
| <b>Experience</b>  | <p>Experience of undertaking a range of financial and administrative tasks including, operating and maintaining purchase and sales ledgers, reconciling weekly banking, issuing petty cash, reconciling credit card statements.</p> <p>Ability to use office computer and finance software including spreadsheet, database, word processing, and internet systems</p> <p>Operating and monitoring budgets and providing required reports</p>  | <p>Experience of working in a school environment</p> <p>Experience of working in an office</p> <p>Experience of working in a busy and changing environment</p> |
| <b>Personal skills, abilities, qualities and competences</b> | <p>Meticulous nature with an ability to maintain accurate work, records and filing systems, where attention to detail is essential.</p> <p>Ability to understand, adhere to and advise colleagues on the Academy policies relating to Finance.</p> <p>Good communication skills, both verbal and written, at all levels e.g. suppliers, customers, auditors, HMRC staff, students, staff, parents, visitors.</p> <p>To be able to prioritise workloads and respond promptly to changing demands.</p> <p>To be able to deal with regular interruptions and unplanned situations</p> <p>Polite, patient and helpful manner</p> <p>Approachable and empathetic</p> <p>To be able to contribute positively and professionally to working as part of a small team</p> <p>To use initiative to assist other members of the team.</p> <p>Ability to work with minimal supervision and to act on own initiative</p> |  |

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|  | <p>Establish and develop appropriate relationships with parents, staff, students</p> <p>Promote a positive working environment</p> <p>Be able to work under pressure</p> <p>Ability to manage and deal with confidential issues appropriately</p> <p>Desire to enhance and develop skills through CPD</p> <p>Punctual, with excellent time management skills</p> <p>Able to follow direction and work in collaboration with Line Manager</p> <p>Able to work flexibly to meet deadlines</p> <p>Willingness to conform to the academy's ethos, aims and its whole community</p> |  |
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