



PERSON SPECIFICATION

Job title:	Finance Officer
Working hours:	36 hour per week / Term time plus 1 week
Salary:	Salary Scale 6 – 9 £27,438.00 - £28,698.00 per annum pro-rata
Accountable to:	Finance and Administration Manager

Skills and knowledge

Good understanding of financial management systems including BACS payments, petty cash journals, invoice processing, income processing etc)	Essential
Good understanding of the scheme of financial delegations	Essential
Strong communication skills. Able to work as part of a team and on own initiative	Essential
Working knowledge of SIMS	Desirable
Working knowledge of common ICT applications, eg G Suite, Microsoft Office applications	Essential
Excellent organisational skills/administrative skills and excellent attention to detail	Essential
Ability to prioritise workload, able to deliver an exceptional service and communicate well using clear and defined processes whilst remaining flexible and using discretion	Essential
Ability to develop and maintain good relationships with colleagues and external organisations	Essential
Ability to work under pressure in a busy environment and pro-active self-starter who has an organised approach	Essential

Qualifications/Attainment

Experience of working in a school	Desirable
NVQ 3 or equivalent qualification in relevant discipline	Desirable
Adhering to and creating Health and Safety risk assessments	Essential*

Experience

Working as part of a team	Essential
Experience organising and maintaining administrative systems	Desirable
Experience of Administrative duties in an educational setting	Desirable

Attitude/approach

Able to form positive, professional and effective working relationships with colleagues, and to relate appropriately to students	Essential
Reliable and good time-keeper	Essential
Discreet and able to deal with confidential information appropriately	Essential
Hard working and well-motivated, positive outlook	Essential
Willing and able to work independently and as part of a team	Essential
Flexibility to cope with the diverse needs of our front office area.	Essential
Caring but firm approach and empathy towards young people	Essential
Enthusiastic and committed to the aims/objectives of the school	Essential

*Training and support can be provided