

Person Specification

Post Title: School Finance Officer, Capel-le-Ferne Primary

Qualifications & Professional Development

Essential

- GCSE (or equivalent) in English and Mathematics at Grade C/4 or above.
- Evidence of relevant finance training or continuous professional development.

Desirable

- AAT qualification (or working towards).
 - Relevant financial or accountancy qualification.
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Experience

Essential

- Proven experience of budget monitoring, financial reporting, and/or account reconciliation.
- Experience of payroll reconciliation and investigating financial variances.
- Experience producing financial reports for senior leaders or stakeholders.
- Experience using financial management systems and advanced spreadsheet skills (e.g. Excel).

Desirable

- Experience working in a school, academy, or public sector finance environment.
 - Experience supporting budget setting and year-end processes.
 - Experience preparing statutory or local authority financial returns.
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Knowledge & Understanding

Essential

- Sound understanding of financial monitoring, control processes, and account reconciliation.
- Knowledge of financial regulations, compliance requirements, and audit processes.
- Understanding of risk management and internal financial controls.
- Awareness of the principles of public sector finance, or the ability to acquire this knowledge quickly.

Desirable

- Knowledge of local authority school funding arrangements.
 - Understanding of education funding streams and primary school financial structures.
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Skills & Abilities

Essential

- Strong analytical skills with the ability to interpret financial data and identify trends or risks.
 - Ability to investigate variances and recommend practical corrective actions.
 - Excellent attention to detail and high levels of accuracy.
 - Ability to communicate complex financial information clearly to non-finance colleagues, including senior leaders and governors.
 - Strong organisational skills with the ability to prioritise workloads and meet deadlines.
 - Ability to work collaboratively with the Headteacher, School Business Manager, and wider leadership team.
 - High level of integrity and ability to handle confidential information appropriately.
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Personal Qualities

Essential

- Professional, reliable, and proactive approach to work.
- Commitment to supporting the strategic priorities of the school.
- Flexible and adaptable in a busy primary school environment.
- Commitment to safeguarding and promoting the welfare of children.