Laleham Gap School Person Specification

**Person Specification:** **Finance Officer – Level 3**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Level 2 Diploma (or equivalent). |
| **EXPERIENCE** | * Must have previous experience of working as a School Finance Officer. * Must have experience of Sims and FMS6 * Experience of Payroll systems |
| **SKILLS AND ABILITIES** | * Strong financial skills * Proficient in the use of MS Excel spreadsheets * Excellent team working skills * Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff. * Ability to prioritise own workload and to work to demanding deadlines is essential. * Must be computer literate and have previous experience of working within financial regulations. * Must be aware of KCC Financial Regulations and understand other relevant school policies. |
| **KNOWLEDGE** | * Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. * Must be aware of KCC Financial Regulations and understand other relevant school policies. * Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. * Knowledge of a range of IT systems. * Knowledge of computerised and manual filing systems. * Awareness of Data Protection and confidentiality issues. * Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety. |