

**PERSON SPECIFICATION
FINANCE OFFICER**

	Characteristics
Qualifications	<ul style="list-style-type: none"> • At least Level 2 qualifications including at least B grades in English and Mathematics
Personal qualities	<ul style="list-style-type: none"> • Strong work ethic and capacity for hard work • Ability to relate well to colleagues and students • Ability to work well as part of a team • Flexibility in approach to completion of work • Ability to work under pressure and meet strict deadlines • Generosity of spirit and a sense of humour • Knowledge of and genuine interest in educational issues and how they apply to this school.
Knowledge and skills	<ul style="list-style-type: none"> • Evidence of previous work in a finance department • Excellent interpersonal and organisational skills • Attention to detail and a good level of numeracy • Strong ICT skills, including knowledge and experience of MS Excel and Word • Experience of using FMS6 • Knowledge and understanding of school policies and procedures.
Experience and training	<ul style="list-style-type: none"> • Experience of paying invoices, raising cheques etc in a business content. • Experience of preparing orders, obtaining quotes, chasing deliveries and processing returns • Experience of accounting for assets within a business environment • Experience of working in a school • Willingness to undertake appropriate training and professional development

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this role. Thank you.