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| **Person Specification for School Finance Officer**  **Lady Joanna Thornhill** | **V:\school logo\Logo with Shield and Name.JPG** |

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| **Education and Qualifications** | Essential | Desirable | Proof |
| A relevant professional management qualification |  | ✓ | Application |
| Degree or equivalent qualification |  | ✓ | Application |
| Professional accounting qualification |  | ✓ | Application |
| Further relevant educational professional qualifications |  | ✓ | Application |
| **Knowledge and experience** |  |  |  |
| Experience of budgetary management and control | ✓ |  | Application Reference Interview |
| Knowledge and experience of a variety of financial management systems and processes and procedures | ✓ |  | Application Reference Interview |
| An awareness and understanding of school/public sector finance/resources management information systems |  | ✓ | Application Interview |
| An understanding of procurement, contracts, risk assessment, health and safety and traded services in organisations |  | ✓ | Application Reference Interview |
| An understanding of school management issues and the role of the Governing Body |  | ✓ | Application Interview |
| **Skills and abilities** |  | ✓ |  |
| Exceptional planning and organisational skills including managing deadlines | ✓ |  | Application Reference Interview |
| Excellent written and verbal communication | ✓ |  | Application Reference Interview |
| Highly developed interpersonal skills | ✓ |  | Reference Interview |
| An ability to analyse data and evidence of good IT skills | ✓ |  | Application Reference Interview |
| An ability to use initiative and prioritise work | ✓ |  | Application Reference Interview |
| Being accurate and well organised in approach to work | ✓ |  | Application Reference Interview |
| An ability to consult and share decision making with the senior team | ✓ |  | Application Reference Interview |
| Respect for children and their needs | ✓ |  | Application Reference Interview |
| A total commitment to equal opportunities | ✓ |  | Application Reference Interview |
| A high level of motivation, a ‘growth mind-set’ and a willingness to be involved at all levels. | ✓ |  | Application Reference Interview |
| A strong awareness of professionalism and confidentiality | ✓ |  | Application Reference Interview |
| An ability to be ambitious and aspirational for self and others in the organisation | ✓ |  | Application Reference Interview |
| **Other requirements** |  |  |  |
| Excellent record of attendance and punctuality | ✓ |  | Reference |
| Comply with safer recruitment checks including DBS and List 99 | ✓ |  | Application |