



Ospringe CE Primary School  
Person Specification: Finance Officer

<u>Criteria</u>	<u>Essential or Desirable</u>	<u>Checklist</u>
<u>Knowledge / Qualifications</u> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• A good level of literacy and numeracy (GCSE English and Maths or equivalent)</li> <li>• A working knowledge of using FMS (Schools' Financial Management systems)</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
<u>Experience</u> <ul style="list-style-type: none"> <li>• Experience of using office computer systems and Microsoft software packages</li> <li>• Experience of working in a school in an administrative and / or financial capacity</li> <li>• Experience of financial procedures, cash handling and cash security, preferably in a school or similar public sector environment</li> <li>• Accounting or financial record keeping experience</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	
<u>Personal Characteristics</u> <ul style="list-style-type: none"> <li>• A genuine interest in working with children and being part of the school community</li> <li>• Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner</li> <li>• Ability to work on initiative and work well under pressure</li> <li>• Ability to maintain high standards of confidentiality</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	