**Fortis Trust**

**Finance Officer Person Specification**

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|  | **QUALIFICATIONS AND TRAINING** | | |
|  | | **Essential/**  **Desirable** | **Measured By** |
| Business or accountancy qualification | | E | AF/I |
| Full working knowledge of PS Financials including year-end procedures, purchasing and admin of the system | | E | AF/I |
| Working knowledge of HCSS or similar budgeting applications | | D | AF/I |
| Knowledge of SIMs | | D | AF/I |

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|  | **EXPERIENCE AND SKILLS** | | |
| Experience of working in an office environment | | E | I |
| Effective use of ICT and other specialist equipment | | E | I |
| Experience of working within an educational environment | | D | AF |
| Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation | | E | I |
| Good ICT skills including Excel | | E | AF/I |
| Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | | D | AF/I |
| Ability to organise, lead and motivate other staff. | | D | AF |
| Ability to plan and develop systems. | | E | AF/I |
| Methodical with good attention to detail. | | E | I |
| Excellent communication skills. | | D | I |
| Good Presentation skills | | E | I |
| Good organisation skills | | E | I |
| The ability to prioritise, plan, schedule and meet deadlines and evaluate work | | E | I |

**PERSONAL QUALITIES AND ATTITUDES**

|  |  |  |
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| Enthusiasm | D | I |
| Reliable, trustworthy and honest | E | I |
| Demonstrates excellent social skills | D | I |
| Ability to manage own time effectively and demonstrate a Flexible approach | D | I |
| Interest in caring for school pupils and staff and a willingness to contribute to the wider life of the trust | D | I |
| To be a proactive member of the trust community | D | I |
| Ability to remain calm under pressure | D |  |
| Understanding of Child Protection and Safeguarding procedures | E | AF/I |
| Understanding of confidentiality and GDPR | E | I |
| Awareness and commitment to equality | E | I |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | D | I |
| Is adaptable to change/embraces and welcomes change. | D | I |
| Acts with pace and urgency being energetic, enthusiastic and decisive | D | I |
| Communicates effectively | E | I |
| Has the ability to learn from experiences and challenges | D | I |
| Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | E | AF |

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Emotional resilience in working with challenging behaviours and
* Attitudes to use of authority and maintaining discipline.