

**Grove Park Academies**

**Person Specification: Finance Officer**

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|  | **CRITERIA** | **ESSENTIAL / DESIRABLE** |
| **QUALIFICATIONS** | * GCSE grade A\* to C in English and Mathematics. * Accountancy or financial management qualification. * School Business Management Qualification (e.g. CSBM) | **E**  **D**  **D** |
| **EXPERIENCE** | * Working in a finance role including processing of orders and invoices. * Working in a school finance or HR role. * Maintaining financial records. * Experience of financial management systems. * Experience of producing a range of documents using MS Office. * Experience of accounts and financial reconciliation. * Managing information for presentation to stakeholders. | **E**  **D**  **E**  **E**  **E**  **D**  **E** |
| **SKILLS AND ABILITIES** | * Ability to communicate a range of financial information both verbally and in writing with the Senior Leadership Team and other staff. * Familiarity with financial management systems. * High level of proficiency with Microsoft Office (including Excel) and financial software programmes. * Computer literate and experience of working within financial regulations. * Keyboard skills applied with precision and speed. | **E**  **E**  **E**  **E**  **E** |
| **KNOWLEDGE** | * Knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances. * 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 financial and HR systems. * Knowledge of computerised and manual filing systems. * Awareness of GDPR Data Protection and confidentiality issues. * Knowledge and awareness of Health and Safety and work within national legislation, school policies and procedures. | **E**  **D**  **D**  **D**  **D**  **D** |
| **PERSONAL ATTRIBUTES** | * Assured manner and professional ethos. * Excellent organisation & time management skills and ability to prioritise own workloads and that of others ensuring deadlines met within required timescales whilst remaining methodical and maintaining attention to detail. * Analytical, thorough, methodical and accurate. * Excellent level of ICT skills. * Excellent level of numeracy and literacy. * Excellent interpersonal and communication skills: written and verbal, with ability to maintain strict confidentiality. * Display initiative and be proactive with ‘can do’ approach. * Ability to work flexibly, adopt a ‘hands on’ approach and respond to unplanned situations. * Able to work appropriately with confidential information. * Self-motivated and proactive. * Diplomatic and patient approach * Good judgement with the ability to make considered decisions. * Honest and reliable with integrity and commitment | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **VALUES** | * Commitment to Trust’s aims and values. * Commitment to Continuous Personal Development. * Champion for children: establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family. | **E**  **E**  **E** |

The above will be evidenced in the following manner:

* Application Form
* Interviews
* Testing
* References
* Certificate(s)