**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.
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| **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.
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| **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.
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| **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
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| **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.
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The above will be evidenced in the following manner:

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