

Finance Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs including English and Maths High level of literacy and numeracy Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> Higher or further education Finance or Booking qualification/AAT Level 2/3
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge and experience of Microsoft Office including Excel Experience of working within finance in an administrative role Experience of cash handling and banking Experience of education systems e.g. SIMS, FMS/PSF Purchase ledger experience Experience of data processing 	
Skills & Ability	<ul style="list-style-type: none"> Ability to work as a member of the team, actively promote teamwork and lead by example Ability to work to tight deadlines Possess excellent communication skills (verbal & written) Strong report-writing skills Ability to work individually or as an effective team member to meet the finance team's objectives. Experience of successfully managing own workload and prioritising tasks Attention to detail and accuracy 	

Personal Qualities	<ul style="list-style-type: none"> • Commitment to high quality service delivery and customer service • Able to maintain confidentiality in all circumstances • Proactive approach to work: being responsive, empathetic and supportive to all within the MAT • Have a flexible approach to enable an efficient and responsive service at all times • Hard working and enthusiastic, presenting a professional manner at all times • Self-motivated • Possess a sense of humour 	