

**FINANCE OFFICER
PERSON SPECIFICATION**

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Demonstrate relevant experience in financial management and accounting Experience in working in Primary and Secondary education (desirable) Educated to NVQ Level 3 or equivalent Working knowledge of PS Financial system Working knowledge of CAPITA SIMS/FMS
	Knowledge of relevant policies and procedures	Working knowledge of financial school policies and procedures
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent Ability to undertake financial/budgetary calculations
	Technology	Competency in the use of Excel, word processing and wide range of financial and administrative IT packages
Communication	Written	Ability to complete returns, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy as required
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Establish effective relationships with those working in and with the other academies within the MAT

	Relationships	Ability to establish rapport and respectful and trusting relationships staff and pupils where appropriate
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
		Attention to detail
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to work Ability to resolve complex problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and continually improve