

PERSON SPECIFICATION

POST TITLE: School Finance Officer

GRADE: Band 6 SCP22

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ 3 in Business Administration or an equivalent finance qualification 		<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of working in a finance role in a comparable organisation Experience of IT packages including word, excel and computerised accountancy systems. Experience of managing budgets Experience of analysing and evaluating data Knowledge and understanding of how to manage financial administration procedures 	<ul style="list-style-type: none"> Experience of working in an administrative role in a school/educational establishment using financial accounting systems. Knowledge and understanding of the financial procedures within a school. 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Effective use of specialist ICT packages Excellent communication skills, both written and verbal including presenting financial analyses Excellent attention to detail Knowledge and understanding of safeguarding procedures 		<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Adaptability/flexibility in changing circumstances Work collectively as part of a team Ability to self-evaluate learning needs and seek learning opportunities Willingness to participate in training and development Committed to the principles of equality and diversity Proactive and able to work on own initiative 	<ul style="list-style-type: none"> Experience of quality assurance systems 	<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> DBS check