

Finance Officer – Person Specification

Description	Essential	Desirable
Professional Qualifications		
A minimum of 5 A*-C GCSE qualifications (or equivalent) including English and Maths	✓	
RSA Stage III work processing certificate or Word Advanced (ECDL) or equivalent	✓	
Evidence of training in accountancy or finance	✓	
Relevant finance qualifications		✓
Evidence of further training in finance/accountancy		✓
Knowledge and Experience		
Previous experience working in a financial capacity	✓	
Experience of Access Education Finance system		✓
Experience of working in a school/educational or public sector environment		✓
Good record keeping	✓	
Understanding and practice of confidentiality	✓	
Good ICT skills	✓	
Skills and Attributes		
Sound communication and interpersonal skills across the Trust, both orally and in writing	✓	
Ability to work as part of a team	✓	
High levels of organisation	✓	
Flexible and adaptable approach to work	✓	
Ability to manage time effectively and prioritise tasks	✓	
Ability to work under pressure and meet deadlines	✓	
Willingness to challenge the work of self and others to continually improve own and team performance	✓	
Reliable and punctual	✓	
Other		
Able to fulfill the travel requirements of the post	✓	