

Person Specification – Finance Officer

Qualification Criteria

- Right to work in the UK
- Experienced, part-qualified finance professional or demonstrable experience in previous roles

Knowledge, Skills, and Experience

- Proven experience in managing effective administrative and financial systems, ideally within a school setting
- High proficiency in Microsoft Office
- Experience working with financial databases, with confidence and enthusiasm for learning new technologies
- Familiarity with Management Information Systems (MIS)
- Line management experience (desirable)

Personal Characteristics

- Genuine passion for and belief in the potential of every student
- Strong commitment to delivering an excellent education for all students, regardless of background
- Exceptional organisational and time-management skills, with the ability to prioritise effectively
- Strong interpersonal skills, with the ability to foster and maintain effective working relationships with parents, governors, community members, and other stakeholders
- Ability to thrive in a high-pressure environment while maintaining productivity
- Approachable, helpful, and positive nature
- High standards and keen attention to detail
- Eagerness to learn and further develop professional skills
- Willingness to undertake further professional development
- Sound judgment, particularly in matters requiring confidentiality and discretion

Other Requirements

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check