



Loving, learning and flourishing in community

PERSON SPECIFICATION – Finance Officer



	Essential	Desirable
Relevant skills and/or aptitudes	<ul style="list-style-type: none">• Willingness to support and invest in the school's ethos and vision, including a commitment to the value of every individual.• Methodical, with good attention to detail and excellent organisational skills.• Ability to prioritise, working to deadlines and manage competing demands.• Strong interpersonal and communication skills.• Confidence to use initiative and work independently.• Honest, reliable and a clear understanding of the need for discretion and confidentiality.• Confidence using Microsoft Office (Outlook, Word and Excel).• Pragmatic and calm.• An ability to work within and adhere to a policy framework.	<ul style="list-style-type: none">• A proven track record of managing workload effectively.• Willingness to participate in the wider life of the school.• Previous experience of being front of office and dealing positively with members of the public.
Experience/qualifications	<ul style="list-style-type: none">• Significant previous experience working in an office environment in a comparable role.• Experience working as a member of a team.• GCSE English/Maths or equivalent – a demonstrable high standard of literacy and numeracy.• An understanding of Health and Safety regulations.	<ul style="list-style-type: none">• A relevant professional financial qualification.• Experience of working in a school office.• Experience of managing payroll.

