

Person Specification

Job Title: Finance Officer

Qualifications	Essential	Desirable
5 GCSE A*-C in English and Maths, or equivalent qualifications	✓	
Accountancy qualification or studying towards one (AAT, ACCA, etc.)		✓
Evidence of continued professional and personal development		✓
Experience		
Experience of working in a school environment		✓
Experience of working in a finance office	✓	
Working accurately and effectively under pressure	✓	
Dealing with orders, payments and bank reconciliations	✓	
Skills		
Excellent written and verbal communication skills	✓	
Excellent listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Setting priorities and managing workloads effectively		✓
Analytical skills to work through problems and solutions		✓
Knowledge of computerised financial information systems, spreadsheets and databases	✓	
ICT literate and able to access information from various finance websites	✓	
Knowledge of Corero (Civica) systems		✓

A clear understanding of the workings of academies and the financial environment they operate within		✓
Other		
Satisfactory DBS check	✓	