

Person Specification Finance Officer

Criteria	Essential or Desirable
Knowledge and Experience	
An appropriate qualification such as AAT	D
Good level of general education to A level standard, including GCSE Maths and English at B grade or equivalent	E
Experience of school or business account administration (including financial experience) or related field	D
Qualification in in Business/School/Financial administration and/or equivalent experience	D
Knowledge, experience & application of Statutory LA and Government Health & Safety regulations, finance procedures, procedures/policies/legislation.	D
A good knowledge of current legislation and policy context, within which central & local government services are intended to operate, and experience of generating income/capital through grants/leasing etc	D
Understanding of the principles of Best Value in a Local Government context	D
Supporting the development of new administrative systems and procedures in line with best practice	D
Capability to	
Successfully prepare and manage budgets and accounts	E
Work within the finance section of a school	E
Contribute to the maintenance and development of specific aspects of service provision / operations of the school	E
Have a good knowledge of school administration systems	E
Have a high standard of numeracy, literacy and communication skills	E
Manage projects	E
Work in an environment subject to health & safety, hygiene, child welfare and protection regulations	E
Competence in ICT spreadsheets and computer-based accounting systems including specialist ICT packages such as E5, word processing, spreadsheets and relevant LA databases	E
Abilities and Aptitudes	
Think strategically and write plans	E
Manage time effectively, to organise, plan & prioritise own workload to ensure objectives are fulfilled	E
Organise, plan and develop systems	E
To provide a 'joined up' approach in the management and delivery of service.	E
Manage budgets	E
Assess any given situation and to respond in the appropriate manner	E
To relate well to staff and children, working openly and collaboratively with parent/carers, staff, and outside agencies	E
Use own initiative to overcome problems	E
Evaluate work and to learn from the outcomes and results	E
Demonstrate a sensitivity to and have an understanding of being part of a Special School and multi-cultural community	E
Willingness to continue to undertake courses to develop skills	E
Ability to supervise workload organisation	D
Able to think laterally & creatively devising effective solutions to complex problems and to instigate new ideas and approaches	D
An understanding of safeguarding principles and practice.	E
The ability to support staff/pupils and parents through fluent and accurately spoken English.	E
Work constructively as part of a team, understanding school roles and responsibilities and own position with these.	E