**Person Specification –Finance Officer**

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|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** | | | |
|  | Educated to A level/Level 3 standard or equivalent work experience.  Maths & English GCSE at grade 4/grade C or above. | AAT Level 3 or equivalent Finance Qualification. |  |
| **Knowledge, Skills & Experience:** | | | |
|  | Experience in a finance role with a basic understanding of double entry accounting | Experience within a Multi Academy Trust finance setting.  Understanding of financial processes and controls, particularly relating to purchasing and payments. |  |
|  | Excellent numeracy, literacy and IT skills including Microsoft Teams, Outlook, Excel and Word. | Advanced Excel user with knowledge of PIVOT tables, Vlookup and SUMIF formulas  Experience of XERO Accounting System. |  |
|  | Experience working with sensitive information in a confidential manner. | Experience of handling sensitive data and cash. |  |
|  | Experience of working successfully using own initiative and co-operating as a member of a team. | Experience working within a busy finance team. |  |
|  | The ability to communicate effectively both verbally and in writing. |  |  |
|  | Experience of working under pressure, managing own workload and ability to meet deadlines whilst maintaining a high level of accuracy and attention to detail |  |  |
|  | Willing to undertake training to fulfil the needs of the role and support the Academy. |  |  |
| **Personal Qualities:** | | | |
|  | Excellent timekeeping and positive attitude to work, to include:   * Working hours * Demands and changes in the role * Willingness to be involved in the school |  |  |
|  | Honesty, integrity and reliability. |  |  |
|  | Ability to deal with all people (colleagues, parents, students etc.) in a polite and courteous manner |  |  |
| **Professional Skills, Qualities & Abilities:** | | | |
|  | Confident to work and communicate with a wide range of stakeholders and a smart, professional appearance. |  |  |
|  | Excellent organisation skills, able to exercise initiative, take responsibility and problem solve. |  |  |
|  | Ability to work in partnership with all staff, teaching and support at school and within the academy, with resilience and enthusiasm. |  |  |
|  | Commitment to safeguarding and protecting the welfare of children and young people. |  |  |
|  | Commitment to Health and Safety |  |  |
|  | Commitment to Equality and Diversity. |  |  |