



Person Specification: **School Finance Officer**

Method of assessment:

AF Application Form

I Interview

Attributes	Criteria	Desirable	Assessment
Education and Training	<ul style="list-style-type: none"> • Good basic education to GCSE standard including Maths and English passes (C+) or equivalent. 	<ul style="list-style-type: none"> • Finance / accounting qualification or part-qualified • 50 wpm typing speed 	<p>AF/I</p> <p>AF/I</p>
Experience	<ul style="list-style-type: none"> • Ability to work calmly and professionally and within existing policies and guidelines • Good standard of written and spoken English 	<ul style="list-style-type: none"> • Evidence of continuing professional development • Experience of handling finances within a company or an educational setting • E5 experience 	<p>AF/I</p> <p>AF/I</p>
Skills and Abilities	<ul style="list-style-type: none"> • The nature of routine tasks that need to be completed on a daily basis • Making accurate judgements of situations and referring these to the appropriate staff, as necessary • Recognising the confidentiality of information • Keeping accurate financial and other records • Monitoring budgets and finance reporting • The roles and responsibilities of teachers, department heads, the senior leadership team and the governing body • Prepared to undertake further administrative / finance training when appropriate • Well organised with evidence of good organisation and administrative skills • Ability to confidently and competently apply knowledge and skills acquired from training into a practical context • Ability to manage and prioritise workloads • Analytical thinker and knowledge of processes 	<ul style="list-style-type: none"> • Knowledge of budget planning 	<p>AF/I</p>

Attributes	Criteria	Desirable	Assessment
	<ul style="list-style-type: none"> • Communicate clearly, accurately and helpfully with staff, children, parents, visitors, contractors • Ability to handle telephone calls in a professional way 		
Personal Characteristics	<ul style="list-style-type: none"> • Good communication and interpersonal / listening skills • Confident and able to use own initiative • Ability to work to deadlines • Ability to remain patient and calm in challenging situations • The ability to relate well to children • Adaptable and ability to work on own initiative • Good time management • Excellent organiser • Friendly and approachable • Sense of humour • Able to work as part of a team 	<ul style="list-style-type: none"> • An approach to lend a hand and w willingness to go the extra mile 	I
Safeguarding	<ul style="list-style-type: none"> • Ability to safeguard and promote the welfare of children • Appreciation of the significance of safeguarding • Ability to contribute to a safe environment • Awareness of child protection issues 	<ul style="list-style-type: none"> • Good understanding of the safeguarding agenda as it relates to schools 	AF/I

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check, two satisfactory references and medical clearance.