

**Finance Officer
Person Specification**

Key Criteria	Essential	Desirable	How Measured
Qualifications and experience	▪ AAT Level 4 qualified or equivalent ▪ Experience of working in a similar role for at least 2 years ▪ Experience of working within a finance department ▪ Experience of the production and management of budget monitoring reports ▪ Experience of supporting within a team		▪ On application form and at interview
Knowledge and understanding	▪ Understanding of accounting processes and procedures		▪ Interview and measure ability and make judgement during probationary period
Competence summary	▪ Ability to work between different sets of data ▪ Good level of competence in Microsoft products including Excel and computerised accounting software	▪ Experience of working in a school environment	▪ By practical exercise at interview

	▪ Excellent communication skills at all levels ▪ Good organisational skills used in planning own work ▪ Self-motivated and enthusiastic ▪ Ability to work under pressure and meet targets and deadlines ▪ Ability to respond effectively to changing priorities ▪ A friendly and professional person with a commitment to providing a supportive and high-quality service ▪ A desire to constantly improve own practice/knowledge through training, self-evaluation and learning from others		
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