

PERSON SPECIFICATION

Section: ADMINISTRATION	Job Title: FINANCE OFFICER (TEMP)
Reports to: FINANCE MANAGER	Grade/Salary Range: BP Range 3/£22,245-£24,059(pro rata)
Working Pattern: 30 hours per week	Working Weeks per annum: TTO

Factors	Essential	Desirable	Assessment Method
Qualifications	A level, diploma or equivalent standard of education Numeratorate (GCSE maths) Association of Accounting Technician (AAT) qualification level 4 or equivalent	Part qualified management or chartered accountant CIPD qualified: Professional Qualification Scheme (PQS)	Certificates at interview
Training	Evidence of Continuing Professional Development	Budget management training	Application Form Interview
Experience	Experience working in finance	Operating within a finance role in an Educational environment Working with SAGE software	Application Form Interview
Knowledge and Skills	Able to deliver services and systems applicable for effective school financial management Able to produce and present reports in a logical, clear and concise format and able to communicate this effectively to colleagues Able to use a range of ICT and personnel packages Excellent organisational skills Analytical and problem solving skills	Knowledge of Financial Regulations relevant to SEMH and ASC schools Understanding of personnel issues and their link to financial management including recruitment, retention and salary issues Experience with VAT submissions Experience with Bank reconciliations Experience with accounts receivable & payable	Application Form Interview

<p>Personal Qualities</p>	<p>Shares vision of learning</p> <p>High degree of professional autonomy</p> <p>Committed to equality of opportunity.</p> <p>Understands and gets on well with all types of people and able to win their trust and respect</p> <p>Ability to work under pressure and meet deadlines</p> <p>Accurate and pays attention to detail with the ability to follow procedures</p> <p>Ethical, fair, enthusiastic, observant and operates with integrity</p> <p>Operates with patience and tact</p> <p>Ability to be part of a successful team, but also able to work autonomously</p> <p>Hardworking , assertive and proactive attitude</p> <p>High level of integrity and confidentiality</p>	<p>Shares knowledge with others and supports their development</p>	<p>Application Form</p> <p>Interview</p>
<p>Other</p>	<p>Willingness to challenge oneself to continually improve performance</p>		<p>Application Form</p> <p>Interview</p>

Signature:
Line Manager

Date:

Signature:
Job Holder

Date: