

Personal Specification: Finance Officer

	Essential	Desirable	Source
Education and Qualifications			
Good general level of education with GCSE or equivalent in English and Mathematics – literate and numerate	✓		A
Part qualification with a recognised accountancy body such as AAT	✓		A
Willingness and ability to undertake further training, development and qualifications	✓		A I
Experience			
Experience of working in a busy and demanding administrative environment	✓		A I
Experience including: data input & retrieval; management, development and operation of systems & procedures	✓		A I
Experience of working in a public sector organisation e.g. Schools, Local Authority, NHS		✓	A I
Use of ICT including excel, Microsoft office and financial management systems	✓		A I
Skills, Abilities & Competencies			
Excellent organisational & prioritisation skills able to handle multiple tasks to a high standard and deliver work	✓		A I R
Excellent time management skills and ability to remain calm and focussed under pressure	✓		A I
Ability to work in an organised and methodical manner	✓		A I R
Ability to maintain accurate records and controls	✓		A I R
Ability to be flexible and respond effectively to the 'unexpected'	✓		A I
Excellent interpersonal skills with ability to communicate with a range of audiences internally and externally	✓		A I R
Develop and maintain good relationships with staff across the Trust	✓		A I R
Knowledge & Understanding			
Knowledge of education sector and administration and procedures within this setting		✓	A I
An understanding of financial processes and procedures	✓		A I
Up-to-date knowledge of relevant legislation and guidance in relation to safeguarding	✓		A I
Personal Qualities			
Enthusiasm and personal drive	✓		A I R
Initiative; common sense and a positive approach	✓		A I R
Management and organisational skills	✓		A I R
Ability to work in collaboration with others and improve the work of the team	✓		A I R

A = Application, I = Interview, R = References

	Demonstrate a professional attitude at all times	✓		A I R
	Committed to respecting, upholding and contributing to the Trust's distinctive ethos as a Catholic Trust	✓		A I R
	High standards of professionalism and confidentiality. Values the dignity of every person and is committed to treating everyone with respect.	✓		A I R