

PERSON SPECIFICATION: Business and Finance Officer

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><u>QUALIFICATIONS</u></p> <ul style="list-style-type: none"> ▪ Good literacy and numeracy skills ▪ Minimum requirement of GCSE maths and English A*- C/9 - 4 grade or equivalent 	<p>✓</p> <p>✓</p>		<p>Application form</p> <p>Qualification certificates</p>
<p><u>SUBJECT KNOWLEDGE and EXPERIENCE</u></p> <ul style="list-style-type: none"> ▪ Strong financial background ▪ Practical experience in administrative/clerical work. ▪ Work experience relating to financial administration in a school ▪ Knowledge of FMS accounting package 	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Application form</p>
<p><u>SKILLS</u></p> <ul style="list-style-type: none"> ▪ Working knowledge and experience of finance packages ▪ Ability to work constructively as part of a team ▪ Excellent interpersonal and communication skills ▪ Good IT skills including MS Office ▪ Ability to stay calm under pressure ▪ Ability to take initiative ▪ Demonstrates a logical and methodical approach with attention to detail and accuracy ▪ Ability to show sensitivity and objectivity with confidential issues ▪ Ability to prioritise workload ▪ Trustworthy, honest and discrete, able to manage confidentiality ▪ Effective working with students, staff, parents and other stakeholders e.g. businesses etc. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>Application form</p> <p>Reference</p> <p>Interview</p>

ATTITUDES

- Reliable and hard-working
- Punctual
- Resilient
- Flexible
- Self-motivated and well-organised
- Enthusiasm
- Patience

✓
✓
✓
✓
✓
✓
✓

Application form
Letter of application
Reference
Interview