



Person specification and selection criteria – Finance Officer

Specification (Job Related)	Essential	Desirable
Education and training	5 GCSE's grade A*-C or equivalent, including Maths & English A level or equivalent	
Knowledge and experience	An understanding of core double entry bookkeeping principles. Minimum 3 years' experience working in a finance environment.	Experience of working in a School, Academy, public or charity sector setting. Knowledge of payroll.
Skills	Good level of skill in using Word, Excel and Outlook. Competent in letter and report writing. Able to persuade, negotiate and influence.	Previous experience of using PS Financials
Personal qualities	Enthusiastic. Good organisational and time management skills Able to work as part of a team. Can work with minimum supervision. Ability to work quickly and accurately with high volume transactions. Respect's confidentiality in the handling of personal and sensitive data. Good communication skills.	