

TRENT ACADEMIES GROUP : PERSON SPECIFICATION : FINANCE OFFICER

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Educated to A Level or equivalent • GCSE English and Maths (A*-C) 	<ul style="list-style-type: none"> • AAT Qualification or equivalent
Experience	<ul style="list-style-type: none"> • Working in an Accounts office and co-operating as a member of a team • Cash handling experience • Ability to use IT systems including Excel, Email and Databases • Use of accounting software and finance systems • experience of financial data input and manipulation 	<ul style="list-style-type: none"> • knowledge and understanding of the finance requirements of schools • worked in a school environment
Professional Values	<ul style="list-style-type: none"> • be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body • establish and maintain good professional relationships with pupils, parents and colleagues • adopt a flexible approach to working, to collaborate and work as part of a small team. 	<ul style="list-style-type: none"> • demonstrate a willingness to contribute to the life and development of the school
Knowledge and understanding	<ul style="list-style-type: none"> • understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion 	
Skills	<ul style="list-style-type: none"> • numerate • be able to prioritise workloads; excellent organisational and time management skills • ability to plan and implement systems to maximise use • accuracy and attention to detail • be able to use own initiative • establish and develop appropriate relationships with parents, governors and colleagues • ability to handle sensitive issues relating to children and staff, maintaining confidentiality, discretion and sensitivity at all times • excellent communication skills, both verbal and written, at all levels to a variety of audiences e.g. pupils, staff, parents, visitors • promote a positive working environment 	

	<ul style="list-style-type: none">• be able to work under pressure and meet deadlines	
Personal characteristics	<ul style="list-style-type: none">• knowledgeable and highly competent• energy and drive to support colleagues• approachable and empathetic• creative and enthusiastic• organised and resourceful• committed• of smart appearance	