



Archbishop Temple

Church of England High School

Person Specification for Finance Officer

SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
Qualifications and experience			
Experience of working in a finance related role.	X		Application Form / Interview / Reference
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics, or equivalent work experience of at least 2 years.	X		Application Form
Have additional qualifications in business and/or management		X	Application Form
Experience of working in a school		X	Application Form / Interview
Experience of finance accounting software.	X		Application Form / Interview / Reference
Proven track record of working independently and being self-motivated	X		Application Form / Interview / Reference
Knowledge and understanding			
Knowledge of schools finance systems and administration		X	Application Form / Interview
Skills			
Flexible in approach to workload management- able to prioritise tasks	X		Application Form / Interview / Reference
Efficient and enthusiastic	X		Application Form / Interview / Reference
Excellent communication, interpersonal and organisational skills	X		Application Form / Interview / Reference
ICT skills, including word processing and use of excel spreadsheets, able to explain finance concepts to non-specialists.	X		Application Form / Interview
Experience of using SIMs		X	Application Form / Interview
Experience of using online payment methods e.g. scopay etc		X	Application Form / Interview / Reference

Personal characteristics			
Flexibility- working hours may vary from time to time to accommodate after school functions and meetings		X	Application Form / Interview / Reference
Initiative	X		Application Form / Interview / Reference
Can motivate others and able to work well within a team	X		Application Form / Interview / Reference
Reacts positively to challenges	X		Application Form / Interview / Reference
Is committed to safeguarding the welfare of pupils and staff	X		Application Form / Interview / Reference
A commitment to fostering the ethos of the school	X		Application Form / Interview
Desire to work in an educational environment	X		Application Form / Interview
Commitment to attendance and punctuality at work	X		Application Form / Interview / Reference