



Milverton Community Primary & Pre-School
Person specification for the post of Finance Officer

Competency	Essential	Desirable	How Assessed?
Qualification	Grade A* to C in English and Maths GCSE or equivalent	A relevant financial qualification	Certification from an accredited training provider
		A relevant qualification in administration	Application form
		Evidence of recent participation in relevant CPD	Application form
Experience	Working in a school office environment with responsibility for financial administration	Working effectively with a variety of teams within a school	Application form/ Interview/ References
	Understanding of the administration of financial processes e.g. placing orders,		Interview/ References
	Knowledge of how to compile a budget, forecasting ahead for a year.	Experience of working with and developing links within a wider community	Interview
Skills	Numerate: very confident with managing and manipulating numbers		Interview/ References
	Clear and effective communication skills, both oral and written.		Application/ Interview
	Good time-management skills: able to prioritise many competing demands		Interview/ References
	Fully competent with using SIMS and FMS		Interview/ References
	Fully competent in the use of Microsoft Office software (including Word, Excel and Powerpoint)		Interview/ References
Personal Qualities	Commitment to the ethos of working together with the wider community to achieve shared aims	An excellent attendance record	Interview/ Application/ References

	Enthusiastic and positive, approachable and flexible		Interview/ References
	Loyal, confidential and dependable		Interview/ References
	A willingness to learn and develop new skills, both professionally and personally		Interview/ References
	Ability to work with colleagues towards a common purpose as a member of a team		Interview/ Application/ References

November 2020