

Person Specification

Senior Finance Officer

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE's in English and Maths (minimum Grade C) • AAT qualified or relevant accounting qualification 	
Experience/Skills	<ul style="list-style-type: none"> • At least 2 years' experience of working in a finance role • Proven experience of working with computerised financial and management information systems • Effective use of ICT packages, including good MS Excel skills • Ability to analyse and interpret complex financial information, assess the implications and identify corrective action. • Ability to work constructively as part of a team • Ability to relate well to children and to adults • Good organising, planning and prioritising skills • Methodical with a good attention to detail 	<ul style="list-style-type: none"> • Knowledge of PS Financials Accounting System • Experience of working in the education sector • Track record of dealing with internal and external audit
Knowledge	<ul style="list-style-type: none"> • Financial management processes and systems in a complex people-orientated organisation. • Knowledge of relevant policies/codes of practice and awareness of relevant legislation 	<ul style="list-style-type: none"> • Understanding of the financial framework of Multi Academy Trusts.
Personal Attributes	<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. 	

	<ul style="list-style-type: none"> • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	
Safeguarding	<ul style="list-style-type: none"> • DBS clearance • Motivation to work in an environment with children and young people & vulnerable adults. • Ability to form personal boundaries in an environment with young people and vulnerable adults. 	