

## PERSON SPECIFICATION

**SCHOOL: BUSH HILL PARK PRIMARY SCHOOL**

**GRADE: SCALE 6**

**JOB TITLE: FINANCE OFFICER**

<p>Possible evidence          *may use any of the following:          *A = from application      I = at interview      T = written test      P = presentation      O = observation</p>
--

<b>ITEM</b>	<b>ESSENTIAL (Minimum standard required)</b>	<b>DESIRABLE CONSIDERATIONS (optional extras)</b>	<b>COMMENTS (Possible evidence)</b>
<b>EDUCATION/QUALIFICATIONS</b> Educational Professional Training	<ul style="list-style-type: none"> <li>• Educated to GCSE Level with Maths and English at Grades A*-C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant finance/accounting qualifications</li> <li>• Qualifications in ICT</li> </ul>	A, T
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant experience of working in an accounts-based environment using a computerised finance package</li> <li>• Proven numerical skills with good experience of spreadsheets</li> <li>• Liaising with people at all levels</li> <li>• Experience of undertaking a range of administrative duties, including data input and retrieval.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of school Finance systems</li> <li>• Working in an education setting</li> </ul>	A, I  T  A, I T
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of computer systems, including the suite of Microsoft packages including, Word, Excel, Email</li> <li>• School MIS (Management Information Systems)</li> <li>• Internet and Intranet systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of audit requirements</li> <li>• Working knowledge of good procurement procedures</li> <li>• Knowledge of VAT and IR35 rules</li> <li>• Knowledge of double-entry bookkeeping</li> </ul>	A, T   A, I  I, T

	<ul style="list-style-type: none"> <li>• Understanding of relevant finance regulations and statutory requirements</li> </ul>		I
<b>QUALITIES, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• To maintain a high level of honesty, integrity, discretion and confidentiality</li> <li>• A confident, mature and welcoming manner when dealing with staff and agencies</li> <li>• Ability to communicate effectively, in writing and orally, with a wide variety of people in a sensitive manner</li> <li>• Ability to build and maintain effective working relationships with colleagues internally and with external organisations</li> <li>• A good sense of humour</li> <li>• Excellent organisational skills and ability to prioritise tasks and demands</li> <li>• Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/ situations</li> <li>• Ability to cope with conflicting demands, deadlines and interruptions</li> <li>• Attention to detail and high degree of accuracy</li> <li>• Able to work well in a team and disciplined to work alone</li> <li>• The ability to show patience in difficult and pressured situations</li> </ul>		<p>A, I</p> <p>I</p> <p>A, I, T</p> <p>I</p> <p>I</p> <p>I, T</p> <p>A, I, T</p> <p>I</p> <p>T</p> <p>I, T</p> <p>A, I, T</p>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Training will be provided as necessary- must keep up with changing legislative and local requirements and be keen to learn, train and develop to enhance personal and team skills</li> </ul>		A, I

	<ul style="list-style-type: none"> <li>• The post will require an Enhanced Disclosure and Barring Check, exemplary references, medical clearance and educational qualification checks.</li> <li>• Loyal and hard-working</li> </ul>		<p>A, I</p> <p>I</p>
--	---	--	----------------------

**DISQUALIFYING FACTORS**

<p>* Indication of sexist, racist or anti-disability attitudes or any other attitudes in connect with the Council's Equal Opportunities Policy.</p>	<p>Essential</p>
<p>* An inability to provide relevant documentation which permits working in the U.K. e.g. passport, visa and work permit, birth certificate., etc.</p>	<p>Essential</p>