

## Person specification

**Job title:** Finance Officer (Remote Managed Services)

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	<ul style="list-style-type: none"> <li>Excellent IT Skills e.g. Microsoft Office (Excel, Word and Publisher)</li> <li>Have worked within an LA or Schools or Academies setting</li> <li>Experienced within the Education Finance sector</li> <li>Sound financial expertise, to ensure compliance when operating day to day finance processing</li> <li>Knowledge of school's financial systems</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge of Schools' computerised financial systems – PS Financials</li> <li>Ability to demonstrate experience in School's finance</li> <li>Knowledge of month end and year end procedures performed in schools and academies</li> </ul>	A/I
Qualifications/ Training	<ul style="list-style-type: none"> <li>Good standard of education; Minimum. 5 GCSEs or equivalent, including English &amp; Maths</li> <li>Professional qualification (e.g. AAT or equivalent) or studying towards or significant previous experience</li> </ul>		A
Specialist Skills /Aptitudes	<ul style="list-style-type: none"> <li>The ability to adapt and learn new financial systems</li> <li>The ability to work within a team and manage own time effectively.</li> <li>A high level of communication and influencing skills and the ability to use these in a variety of situations.</li> <li>Excellent attention to detail</li> <li>A good problem solver who can energise themselves</li> <li>Ability to interrogate data to establish errors and correct accordingly</li> </ul>	<ul style="list-style-type: none"> <li>Team management experience/supervisory experience</li> <li>An ability to train others (as a group and one to one) and also to lead and facilitate learning.</li> <li>Create Business and networking Partnerships</li> </ul>	A/I
Disposition/ Attitudes	<ul style="list-style-type: none"> <li>Professional, friendly and approachable manner</li> <li>Commitment to maintain a current knowledge of the financial environment</li> </ul>		I

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	<ul style="list-style-type: none"> <li>• Commitment to personal development</li> <li>• Ability to build and sustain relationships</li> <li>• Resilient and adaptable to changing situations and circumstances</li> </ul>		
Working Arrangements	<ul style="list-style-type: none"> <li>• Willingness to attend school sites to carry out bursarial or consultancy visits if required</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work outside office hours as required</li> <li>• Willingness to work remotely if required</li> </ul>	A
Other Criteria	<ul style="list-style-type: none"> <li>• Willingness to undertake a DBS check</li> </ul>		A

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