

The Ecclesbourne School

Learning Together for the Future



PERSON SPECIFICATION

Finance Officer

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Hold at least 5 GCSE (or equivalent) passes including mathematics and English. Hold a relevant qualification or have substantial, proven experience in a similar finance role. Be committed to continuing professional development and undertaking any training necessary which is relevant to the post and requested. 	<ul style="list-style-type: none"> Recent attendance on courses relevant to this position.
SKILLS, EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> Have a keen eye for detail and be exceptionally accurate and numerate, with a methodical approach to tasks. Be a strong communicator who is able to explain financial information clearly to non-finance colleagues with patience and professionalism. Be proficient in using finance software and Microsoft Office. 	<ul style="list-style-type: none"> Experience of working in a finance post in a school.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Have enthusiasm to be a team player who is collaborative, positive, and eager to be part of a school community. Be discrete and trustworthy, able to handle confidential information with the utmost integrity. Have the ability to work under pressure and to deadlines. Be physically fit and emotionally robust. Be able to work in sympathy with the aims and ethos of the school. Be committed to the philosophy of continuous improvement and a 'No-blame culture'. Be committed to safeguarding and promoting the welfare and care of all students. Possess a sense of humour, sensitivity, tact and diplomacy. Show initiative, be a starter-finisher, with good personal, administrative, finance and time-management skills. 	
OTHER	<ul style="list-style-type: none"> Hold an Enhanced DBS Clearance (the school will obtain this) Have the legal right to work in the UK 	

Signature..... Date.....

Name.....