



Person Specification

Finance Officer

Qualification and Experience

- AAT Qualification
- Demonstrate relevant experience in financial management and accounting
- Working knowledge of financial school policies and procedures.

Skills and abilities

- To be responsible to the head teacher for the day to day running of the financial system, working closely with the financial advisor to the school.
- Process orders, invoices and payments of accounts.
- Reconcile accounts on a monthly basis and send off returns to LBTH.
- Input and monitor staff salaries.
- Deal with enquiries on outstanding invoices.
- Ability to complete returns, write letters and detailed reports.
- Effective communication with people at all levels, verbally and in writing.
- Competency in the use of word processing and wide range of financial and administrative IT packages.
- Good office practice and organisational skills, paying attention to detail and a high level of achievement.
- Ability to think strategically.
- Ability to use interpersonal skills to build and maintain effective working relationships within the school.
- Ability to negotiate effectively to achieve best outcomes.
- Ability to manage own time efficiently and to work under pressure and to deadlines.
- Contribute to the development and implementation of effective systems to share and safeguard information, following the GDPR guidelines.
- Understand and implement safeguarding procedures.
- Hardworking and conscientious.
- Adaptable and flexible.

Knowledge and Understanding

- Knowledge of education legislation and current developments.
- Knowledge and commitment to the school Equal Opportunity Policy and the ability to implement it.
- Awareness of the Data Protection Act (GDPR) and the ability to maintain strict confidentiality in all matters.
- Understanding of Health and Safety at Work Act within the remit of the job role.

Qualities

- Enthusiastic, with a desire to work in a school and become involved in all aspects of school life.