

Brighter Futures MAT

Person Specification

Post: Senior Finance Officer

Pay Range: Scale SO1 (scp 23- 25)

Achievement of criteria - key to identification:

Qualifications/Training	Essential	Desirable	How identified
5 GCSEs including English and Maths at Grade A to C (or equivalent)	✓		A
AAT Level 4 or above	✓		A

A = Application I = Interview E = Exercise R = Reference

Experience	Essential	Desirable	How identified
At least 2 years' experience of working in a financial role	✓		A/I
Experience of producing budget management reports, cash flows and other financial information	✓		A/I
Experience of creating and using excel effectively within the work place	✓		A/I
Experience of using accounting packages	✓		A/I
Experience of working within financial procedures in budget planning, accounting, ordering processing		✓	A/I/R
Experience of managing own resources		✓	A/I/R

Knowledge and Skills	Essential	Desirable	How identified
Excellent oral and interpersonal, organisational and communication skills	✓		A/I/E
Advanced skills in using Microsoft applications ie word, excel, access etc	✓		A/I/E
Ability to maintain a well organised working environment	✓		A/I/R
Sound problem solving and analytical skills	✓		A/I/R
Knowledge of standard accounting practices	✓		A/I/R
Successful development and monitoring of administrative and financial procedures and processes	✓		A/I/R

Ability to work under pressure and meet deadlines	✓		A/I/R
Awareness and commitment to the principles of safeguarding children in school		✓	I/R

Initiative	Essential	Desirable	How identified
Ability to self-motivate and understand the importance of confidentiality	✓		A/I/R
Ability to prioritise workload	✓		A/I/R

Circumstances	Essential	Desirable	How identified
Ability to work flexibly	✓		A/I
Commitment to training as required	✓		A/I