

PERSON SPECIFICATION ASSISTANT FINANCE OFFICER

Name:

Scale: 2D

Date prepared: July 2017

	Essential Attributes	Preferred Attributes
Educational Qualifications	Basic numeracy and literacy	English & Maths GCSE at grade A*-C Book-keeping and/or Accounting Technician qualification
Work experience	Book-keeping/Accountancy Two years minimum	
Skills/ Knowledge/ Aptitude	Good ICT skills, including competent use of Microsoft Office applications Willingness to work as part of a team	Experience of SIMS & FMS
Motivation	Commitment to providing a good standard of support without constant supervision A commitment to quality principles and practices	
Physical	Ability to perform all duties and responsibilities	
Other	Commitment to support and uphold school values and ethos Commitment to self development and willingness to undertake further training Flexibility and willingness to adjust working hours, as required, to meet financial deadlines, in particular at year end in March/April	

