



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## PERSON SPECIFICATION – FINANCE OFFICER

<b>Education and Qualifications</b>	Appropriate financial qualification e.g. AAT, part-qualified Accountant or equivalent	E
	A* - C at GCSE level or equivalent in English and Mathematics	D
<b>Experience, Knowledge, Skills and Abilities</b>	A minimum of 2 years experience of using an accounts package for general book keeping, including producing accounts and management reports.	E
	Experience of liaising with the auditors, banks and other financial institutions.	E
	Experience of producing financial reports, budgets and other financial information.	E
	Experience of using SAGE.	E
	Proficient with working with I.T. including Microsoft packages, such as Outlook, Word and Excel.	E
	Ability to gather, analyse and evaluate financial data accurately to produce management and information reports.	E
	Ability to produce written work that is clear, concise and grammatically correct.	E
	Experience of financial procedures	E
	Be able to prioritise competing demands effectively and diplomatically.	E
	Ability to think strategically and to work collaboratively as well as independently.	E
	To be a determined problem solver.	E
	Have good financial awareness and literacy skills.	E
	Possess good time management and administrative skills.	E
	Possess professional integrity.	E
	Highly competent computer skills, in particular using Word, Excel, Email and financial databases.	E
	<b>Personal Qualities</b>	Consistent and meticulous attention to detail and capable of meeting strict deadlines.
Ability to work as part of a team and adapt well to change.		E
Ability to communicate effectively with non-financial staff and external suppliers.		E
Able to follow instructions accurately, but make good judgements and lead when required.		E
Be resilient, forward thinking and proactive.		E
Have a helpful and positive nature, and able to remain calm under pressure.		E
Have a good sense of humour, be approachable, accommodating and patient.		E
<b>Training and Professional Development:</b>	Be professional in appearance, conduct and timekeeping.	E
	A willingness to take on further training where required.	E

<b>Other:</b>	DBS checking is required by law and must pass to qualify for the job.	E
	Knowledge, understanding and commitment to safeguarding and promoting the welfare of pupils.	E
	Ability to form and maintain appropriate relationships and personal boundaries with pupils.	E
	Commitment to and belief in equal opportunities.	E