



KINGSLEIGH PRIMARY SCHOOL
FINANCE OFFICER – PERSON SPECIFICATION

<u>Qualifications/Training Requirement</u>	<u>Criteria</u>
Good general education with GCSE's (or equivalent) in English and Maths	Essential
Finance or accountancy qualification	Desirable
<u>Achievements & Experience Requirement</u>	
Experience of finance and administration duties	Essential
Experience of monitoring a budget and producing financial reports	Desirable
Experience of maintaining efficient record keeping systems	Essential
Experience of working in a school setting	Desirable
<u>Knowledge and Skills Requirement</u>	
A sound knowledge of financial management and accounting procedures	Essential
Well-developed IT expertise including Excel, MIS, Outlook, etc	Essential
Up-to-date knowledge of school/academy finance	Desirable
Ability to identify work priorities and manage own workload to meet deadlines	Essential
Excellent communication/interpersonal skills and ability to communicate effectively with people at all levels	Essential
<u>Qualities & Attitude Requirement</u>	
Flexible, adaptable and willing to take on challenges with enthusiasm	Essential
An excellent record of attendance and punctuality	Essential
Ability to work as part of a team	Essential
Work well under pressure	Essential
Ability to work pro-actively to achieve efficiency and effectiveness	Essential
Willing to undertake additional duties as and when required to ensure the smooth running of the school	Essential