

PERSON SPECIFICATION

FINANCE OFFICER

	E (essential) D desirable)	A (application) I (interview) T (task)
Qualifications and Training		
• Good standard of education including GCSE in English & Mathematics at grade 9 - 4	E	A
• A Levels or equivalent qualifications	E	A
• AAT or equivalent accountancy qualification	D	A
• First Aid qualification	D	A,I
Experience		
• Experience of maintaining accurate financial records & producing reports	E	A,I
• Experience of managing financial resources and a good understanding of associated regulatory frameworks	E	A,I
• Experience of cash handling and reconciling bank accounts and/or other financial transactions	E	A,I
• Experience of working in a school, college or environment	D	A
Knowledge, Understanding and Skills		
• Well-developed IT skills including Microsoft Word and Excel	E	A,I
• Excellent verbal communication and interpersonal skills	E	A,I
• Numerate, accurate and confident with IT and data	E	I
• Ability to build effective working relationships with students and colleagues	E	A,I
• Excellent organisational and time management skills	E	A,I
• A working knowledge of school financial systems	D	A,I
• Knowledge and understanding of safeguarding procedures	D	I
• The ability to converse at ease with members of the public and provide advice in accurate spoken English is required for this post*	E	A,I

Personal Qualities

	E (essential) D desirable)	A (application) I (interview) T (task)
• Flexible and able to adapt to changing priorities	E	I
• Can work independently and as part of a team	E	I
• The ability to work with others including Senior Management	E	A,I
• A commitment to excellence and high levels of integrity	E	A,I
• Commitment to the safeguarding and welfare of all students	E	I

Weatherhead High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this post is Enhanced Disclosure, with Barred List check.

** Code of Practice on the English Language requirements for public sector workers*