

PERSON SPECIFICATION – FINANCE OFFICER

Criteria	Essential	Desirable
Qualifications	GCSE Grades A to C or Level 2 Functional Skills qualifications in both Maths and English Language	
Experience/ Knowledge		Experience working with purchase ledger and cashiering systems and procedures.
		Practical experience of working with computerised accounting systems and procedures.
Skills/ Competencies	A high level of numeracy with the ability to perform calculations accurately.	
	Effective oral and written communication skills	
	Good organisational and time management skills	
	Good IT skills – particularly Excel and Word	
Personal Attributes	Commitment to educational values.	
	High level of personal integrity and respect for confidentiality.	
	Customer-focused approach.	
	Ability to work effectively as a team member.	
	Ability to work flexibly to meet changing needs.	
	Commitment to own learning and development.	
	Commitment to understand and promote equality of opportunity.	
	Commitment to understand and promote safeguarding	
	Good record of attendance and punctuality.	
Appropriate professional appearance.		

It is recognised that many capable people aspiring to a role at this level will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.