



## Assistant Finance Officer Person Specification

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The post -holder will need to possess the following:

<b>Qualifications &amp; Knowledge</b>	Sound working knowledge of Microsoft Office software, including email.
	Sound working knowledge of maintaining and developing electronic and manual records and data.
	Knowledge of computerised accounting system e.g. PS Financials or SIMS, desirable but not essential.
<b>Experience</b>	Financial processing experience preferably in an educational environment.
<b>Skills &amp; Abilities</b>	The ability to maintain confidentiality.
	High level accuracy skills and attention to detail.
	Good communication and interpersonal skills.
	The ability to assimilate information quickly and respond appropriately.
	The ability to interpret and present data in a professional and appropriate format.
	Effective time management skills and the ability to balance competing priorities and achieve deadlines.
<b>Commitment</b>	Commitment to professional development and training.
	Commitment to the development of the processes in the Finance Office and associated systems and procedures for the benefit of the school.
<b>Personal</b>	Ability to work both independently and as part of a team, working co-operatively and sensitively with others.
	Positive, proactive, professional and enthusiastic in attitude.
	Flexible and be able to adapt to changes in working methods and approaches.
	Ability to exercise judgement and know when to seek advice.
	Ability to display a calm, tactful and responsible attitude.