



The Brakenhale School

Person Specification

Job Title: Finance Officer

Key Criteria	Essential	Desirable
Qualifications and Training	<p>Educated to A Level or equivalent</p> <p>At least 2 years' experience within a financial environment</p>	<p>Experience of working in finance in a school environment</p> <p>Experience of PS financials</p> <p>AAT qualified</p>
<p>Competence Summary (Knowledge, Abilities, Skills, Experience)</p>	<p>Possesses strong verbal & written communication skills</p> <p>Possesses strong numerical skills</p> <p>Able to build good relationships with staff</p> <p>A high level of computer literacy working with Microsoft Office, and being proficient and accurate in word processing, mail merge and spreadsheet programs, particularly Microsoft Word and Excel</p> <p>Exceptional attention to detail</p> <p>Excellent interpersonal skills and the ability to communicate effectively with parents, staff and the wider school community</p> <p>Excellent problem solving skills and the ability to apply diplomacy and tact when appropriate</p> <p>Excellent time management skills</p> <p>Accounting/bookkeeping experience</p>	<p>Knowledge of child protection and safeguarding policies</p>
Personal Attributes	<p>Open, friendly manner</p> <p>Ability to stay calm and composed under pressure</p> <p>Ability to maintain in strictest confidence information received from students/staff</p> <p>Patience, flexibility and a sense of humour</p> <p>Strong negotiating skills</p>	
Other work requirements	<p>Ability to prioritise tasks and to be able to show initiative in dealing with day to day situations</p>	

