



PERSON SPECIFICATION

SERVICE: Support

JOB TITLE: Finance and Administrative Officer

GRADE: H5 / H6

<u>Selection Criteria</u>	<u>Essential</u>	<u>Desirable</u>
1. Attainment/Skills		
Educated to A level standard		✓
Degree held relevant to role		✓
Relevant Financial Professional Qualification – Qualified or part qualified Chartered Accountant (ACA, CIMA, CIPFA, ACCA), AAT qualified or equivalent		✓
Strong track record of continuous professional development		✓
2. Experience		
Experience of accounts preparation		✓
A good working knowledge of best practice in accounting, including knowledge of accounting standards, and the skills to assist in the preparation of annual accounts to the level required by external auditors.		✓
Sound double entry bookkeeping skills	✓	
Experience of supervision		✓
Experience of using financial system software	✓	
Experience of finance management		✓
Two years' experience working in a financial role	✓	
Knowledge and experience of payroll related matters		✓
Intermediate skills and experience in use of Excel	✓	

<u>Selection Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Competent in use of Microsoft Word	✓	
Experience of different forms of information presentation	✓	
Experience in a public-sector or similar organisation including Schools and Colleges.		✓
Experience of dealing with staff at all levels and members of the public	✓	
3. Approach to work		
Excellent communication skills both orally and in writing	✓	
Ability to work unsupervised and completer/finisher attributes with the ability to work in an organised and methodical way with proven co-ordination and prioritisation skills.	✓	
Proven ability to balance workloads	✓	
Ability to carry out work to a high degree of accuracy	✓	
Knowledge and commitment to apply practices to achieve Best Value	✓	
4. Personal Qualities		
Able to build good relationships with staff at all levels and with outside contacts	✓	
Ability to meet tight deadlines	✓	
Flexibility in approach to enable the performance of a wide variety of tasks	✓	
Ability to work effectively under pressure	✓	
Proactive, able to use own initiative and problem solve	✓	
Ability to lead and work effectively within a team	✓	
Good degree of drive/self motivation to initiate and pursue projects to completion	✓	