



## Finance Officer

### PERSON SPECIFICATION

Essential requirements are those, without which, the candidate would not be able to fulfil the responsibilities of the role. It is expected that the post holder will have the knowledge and qualifications indicated or their equivalent.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

| Professional qualifications  | Essential | Desirable | Evidence                               |
|--|-----------|-----------|--|
| Educated to GCSE level or A level or equivalent experience, with good level of numeracy and literacy as evidenced by GCSE or equivalent qualifications | ✓         |           | Application and documents              |
| Competent user of SAP and Tucasi   |           | ✓         |  |
| Professional experience  | Essential | Desirable | Evidenced                              |
| Proven experience in finance and administration.   | ✓         |           | Application<br>Interview<br>References |
| Strong understanding of budgeting and financial management.  | ✓         |           |  |
| Experience of working in a secondary school  |           | ✓         |  |
| Proficiency in financial software and Microsoft Office Suite.  |           | ✓         |  |
| Personal skills  | Essential | Desirable | Evidenced                              |
| Strong, accurate administrative skills, demonstrating attention to detail  | ✓         |           | Interview<br>References                |
| Reliable and punctual  | ✓         |           |  |
| Capable of working on own initiative and prioritising workloads  | ✓         |           |  |
| Commitment to safeguarding and promoting the welfare of our students whilst maintaining confidentiality  | ✓         |           |  |
| Willing to undertake further training and CPD  | ✓         |           |  |



# Testbourne Community School

|  |                  |                  |           |
|--|------------------|------------------|-----------|
| Shows initiative, organisation and time management skills  | ✓                |                  |           |
| Ability to provide an effective and efficient administrative service   | ✓                |                  |           |
| Effective communicator   | ✓                |                  |           |
| Ability to work under pressure and act in a calm and practical manner  | ✓                |                  |           |
| <b>Personal attributes</b>   | <b>Essential</b> | <b>Desirable</b> |           |
| Keen to support the values, vision, ethos and culture of the school, recognising the needs of students, staff and the community. | ✓                |                  | Interview |
| Team player, willing to go above and beyond to make sure tasks are completed.  | ✓                |                  |           |
| Strong working ethos with a pro-active, positive, enthusiastic and flexible approach.  | ✓                |                  |           |

## **Working conditions – environment, and physical effort or strain.**

Normal office environment.

## **Context/additional information**

Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.

There is a particular responsibility to maintain high standards of health and safety, in order to ensure that students and staff are protected from various hazards, within the framework of relevant risk assessments.

Testbourne Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Disclosure Barring Service and other relevant employment checks.