

George Spicer Primary School

Finance and Business Officer Person Specification

Aptitude and abilities	Essential	Desirable	Assessed by
Excellent written skills and the ability to interpret financial data	✓		Application & interview
Ability to work on own or as part of a team	✓		Application & interview
High levels of organisation	✓		Application
Good record-keeping	✓		Application
Good communication skills with both adults and children including a good telephone manner	✓		Application & interview
Maintain absolute confidentiality and integrity	✓		Application & interview
Ability to manage time effectively and prioritise tasks	✓		Application & interview
A commitment to provide a first class customer service to our pupils, their families and our wider school community	✓		Application & interview
Qualifications & Experience			
Previous experience of working with budgets	✓		Application & interview
Previous experience of working in a financial capacity	✓		Application & interview
Experience of working within the school environment		✓	Application & interview
Experience of using finance software packages		✓	Application
Experience of MIS (Management Information Systems)		✓	Interview
Experience of working with spreadsheets (e.g. Microsoft Excel)	✓		Application & interview
Maths & English GCSE Grade C or above (or equivalent)	✓		Application
Evidence of some training in finance	✓		Application
Personal qualities			
Ability to get on well with staff, children and the public	✓		Application & interview
Good interpersonal skills at all levels.	✓		Application & interview
Ability to demonstrate a flexible and adaptable approach to work	✓		Application & interview
Willingness to take on a range of tasks and utilise a range of skills	✓		Application & interview
Ability to be a good 'team worker', including working co-operatively with other staff	✓		Application & interview
Professional in attitude and appearance	✓		Interview
Understands the importance of policies for safeguarding children and young people.	✓		Application & interview
Positive "can do" approach to tasks	✓		Application & interview
Committed to equality and diversity	✓		Application & interview
An understanding of the importance of Health and Safety at Work	✓		Application & interview