



**Person Specification**

**Finance Officer, temporary until 31.08.25**

Staploe Education Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all adults working within our Trust to share this commitment

Attributes	Essential	Desirable
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE (or equivalent) level with English and Maths at Grades A*-C (9-4) or, able to demonstrate the ability to work at this level</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continued professional development</li> <li>Appropriate qualification, AAT or CIPFA for Academies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of 3 years comparable experience in a financial role</li> <li>Previous experience of working with a diverse range of service users</li> <li>Previous experience of line management or supervision</li> <li>In-depth operational knowledge of finance software systems</li> <li>Experience of reporting to a range of stakeholders including budget holders, and Senior Management</li> <li>Ability to suggest and implement improvements to processes, whether relating to the accounting package or to other financial operations</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school</li> <li>Experience with Sage Intacct and IMP, or other school finance systems such as PS Financials</li> <li>Payroll processing experience</li> </ul>
<b>Skills, knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>Strong finance background, with evidence of CPD</li> <li>Proficient in Office 365, with exceptional Excel skills</li> <li>Understanding of the process involved in budgeting and management accounting</li> <li>Knowledge of the requirements for statutory accounts and reporting</li> <li>Excellent analytical skills</li> <li>Outstanding attention to detail</li> <li>Ability to maintain confidentiality at all times</li> <li>Ability to act on own initiative</li> <li>Good time management with ability to manage and prioritise workload and judge capacity in order to request, or offer, assistance when necessary</li> </ul>	<ul style="list-style-type: none"> <li>Ability to speak a second language</li> </ul>



	<ul style="list-style-type: none"> <li>• Capacity to adapt and evolve in response to changing demands both internally and externally</li> <li>• Ability to act as a positive role model</li> <li>• Able to work effectively as part of a team, understand team members roles and responsibilities, and follow and interpret instructions and guidance</li> <li>• Ability to converse at ease and provide advice and information in accurate spoken English</li> </ul>	
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Willingness to be flexible</li> <li>• Willingness to undertake further training/development opportunities</li> <li>• Evidence of relevant professional development</li> <li>• A commitment to developing the professional skills of yourself and others</li> </ul>	

You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria