

# CLIDDESSEN PRIMARY SCHOOL

## PERSON SPECIFICATION

### Finance Officer

Governors are aware that our successful candidate is unlikely to be able to demonstrate all of the suggested desirable attributes. The list is provided to help candidates to highlight relevant practice and potential.

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Educated to GCSE level standard or equivalent with 5 passes including English and Maths at Grade C or above.</li><li>• Competent user of Word and Excel.</li><li>• Satisfactory DBS check.</li></ul>	<ul style="list-style-type: none"><li>• Further professional qualifications or an interest in gaining these such as Certificate in School Business Management or AAT (Accounting Technician)</li><li>• 1-2 years financial experience</li><li>• First Aid trained</li><li>• Experience of working with SIMs.</li><li>• Competent user SAP/IBC</li></ul>
<b>ADMIN COMPETENCIES &amp; EXPERIENCE</b> The successful candidate will demonstrate:	<ul style="list-style-type: none"><li>• Be confident and proactive in establishing and maintaining administrative systems.</li><li>• Recent knowledge of statutory policies and procedures.</li><li>• Able to maximise the school's resources ensuring best value and manage them efficiently.</li><li>• An understanding of the recruitment process and personnel issues.</li></ul>	<ul style="list-style-type: none"><li>• Worked successfully in a school environment.</li><li>• Understanding of business plans, goals and measures.</li><li>• Familiar with terms and conditions of employment.</li><li>• Experience of EVOLVE</li></ul>
<b>FINANCE COMPETENCIES &amp; EXPERIENCE</b> The successful candidate will demonstrate:	<ul style="list-style-type: none"><li>• Be confident and proactive in school budget and financial reporting and monitoring.</li><li>• Recent knowledge of financial policies and procedures.</li><li>• Able to purchase schools resources ensuring best value.</li><li>• Understanding of requisition procedures, arranging and processing payments and keeping accurate records.</li><li>• Able to present and explain financial information to non-specialists.</li></ul>	<ul style="list-style-type: none"><li>• Experience of Hampshire County Council's financial system and internal controls</li><li>• Aware of Audit standards and requirements</li><li>• Experience of Scopay &amp; Arbor systems</li></ul>

<b>SKILLS</b> The successful candidate will demonstrate:	<ul style="list-style-type: none"> <li>• Excellent organisational skills, meticulous record keeping and attention to detail.</li> <li>• Excellent personal Literacy and Numeracy skills.</li> <li>• Strong communication skills and the ability to build and maintain good relationships with pupils, parents and colleagues.</li> <li>• Able to multi task and change from task to task quickly and efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Had experience of developing strong community links.</li> </ul>
<b>LEADERSHIP &amp; MANAGEMENT</b> The successful candidate will demonstrate:	<ul style="list-style-type: none"> <li>• Ability to present reports to a range of audiences and be part of strategic discussions with the Headteacher and Governors.</li> </ul>	<ul style="list-style-type: none"> <li>• Had experience of working with Governing Bodies and external suppliers.</li> </ul>
<b>PERSONAL QUALITIES</b> The successful candidate will demonstrate:	<ul style="list-style-type: none"> <li>• Enjoy working with children</li> <li>• Confidential and professional at all times.</li> <li>• Effective interpersonal skills and have a good sense of humour.</li> <li>• An ability to build good working relationships with staff, parents, governors and community.</li> <li>• The ability to manage change.</li> <li>• Able to work calmly under pressure and prioritise effectively.</li> <li>• To be flexible and have lots of energy and enthusiasm.</li> <li>• A good record of attendance, good health.</li> <li>• Able to work in a team and independently.</li> </ul>	

## Job Description

### Finance Officer

#### Professional Duties:

- To prepare the budget and monitor the school's finances.
- To prepare regular reports and present to Headteacher and governors.
- To advise and discuss financial planning with the Headteacher.
- To purchase school goods and services securing best value in line with the Scheme of Financial Management.
- Ensure that the school's financial policies and procedures are consistent with the requirements of the Governors, HCC and auditors.
- To monitor staff pay including absences and extra hours.
- To keep up to date with School Financial Management processes.
- To maintain and reconcile school petty cash account and credit card account.
- To collect, reconcile, and calculate all cash, receipts and payments and prepare cash for banking in conjunction with the school administration officer.
- Maintain and control the school's inventory and carry out annual stock take.
- To produce documents and letters in line with the school's and Hampshire policy in regards to recruiting staff.
- To keep methodical and accurate records of staff details and employment.
- To coordinate and liaise with contractors both for maintenance tasks and development projects.
- To provide a professional and friendly front of house if required.
- To follow school policies and procedures including safe guarding.
- To answer the telephone in a polite and professional manner.
- To carry out admin tasks with a high level of accuracy.
- To take a pride in the school and help to promote its positive reputation in the community.
- To be able to prioritise your work.
- To be able work using your own initiative as well as working as part of a team.
- To be an active part of the team assisting, when necessary others in their role.
- To carry out simple first aid on children and attend relevant training.
- To ensure the budget supports the aims of the School Development Plan.
- To support good communication with parents, staff and children.
- To use a range of computer programmes, in line with school policy, to carry out tasks efficiently.