



SENIOR FINANCE OFFICER

PERSON SPECIFICATION

Qualifications/Attainment	Essential	Desirable
AAT Level 4 qualified, or above	✓	
Experience/Knowledge	Essential	Desirable
Experience within an office environment	✓	
Experience within a Finance department	✓	
Experience within purchase ledger		✓
Experience within a School or similar charity environment		✓
Skills/Abilities	Essential	Desirable
The ability to work effectively in a busy team environment	✓	
Excellent interpersonal and communication skills	✓	
The ability to work under pressure and to deadlines	✓	
High attention to detail and an orderly approach to processing	✓	
Good time management and organisational skills	✓	
The ability to prioritise	✓	
The ability to develop effective and productive working relationships at all levels	✓	
Good Excel skills	✓	