

PERSON SPECIFICATION

Factor	Requirements	How Identified	Rank E – Essential D – Desirable
Knowledge and skills	Relevant experience or qualifications with regard to finance, financial record keeping and maintaining relevant financial knowledge and training.	AF/I/R	E
	Evidence of relevant experience of maintaining accurate financial records and use of electronic financial systems and software.	AF/I	E
	Extensive use and understanding of complex spreadsheets (using MS Excel).	AF/I	E
	Interpersonal skills in terms of interacting confidently and sensitively with young people when administering first aid.	AF/I/R	D
	Relevant experience throughout all aspects of the job description.	AF/I/R	D
	Experience of communicating and developing a rapport with staff, at all levels.	I/R	E
	Excellent communication skills in written English with a high degree of accuracy.	AF/I	D
	Excellent communication skills in spoken English with a high degree of accuracy.	I	E
	Excellent communication skills in spoken Welsh with a high degree of accuracy.	I	D
	The ability to work independently and as part of a team.	AF/I/R	E
	A commitment to keep knowledge and skills current.	AF/I/R	E
	Good organisational ability necessary to ensure that records are kept accurately and efficiently. Excellent IT skills and knowledge.	AF/I	E
	Good time keeping and punctuality.	AF/I/R	E
Contacts & Relationships	Ability to integrate into and work effectively within a team environment.	AF/I	E
	Ability to communicate with pupils, staff, parents, carers and external agencies effectively.	AF/I	E
Decisions	Awareness of the school's ethos and importance in the wider school community – being an ambassador for the school.	AF/R	E
	Being decisive with First Aid support in line with the training provided.	AF/R	E
Resources	Responsibility for First Aid equipment and resources.	AF/R	E
Physical Demands	To work flexibly with multiple demands in terms of Finance, Administration and First Aid and the possible occurrence at any location on the school campus.	AF/I	E

Post : Finance Officer

Date last reviewed : 14 October 2021

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)