



Lewknor C of E Primary School

Person Specification

Finance Officer

June 2017

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent organisational skills • Experience of using office computer systems and Microsoft software packages • Good time management • Confident about and able to learn new computer skills • Able to work constructively as part of a team • Clear concise communication both written and verbal 	<ul style="list-style-type: none"> • Have a working knowledge of schools' financial management systems • Able to deliver process improvements • Experience of premises management
Knowledge	<ul style="list-style-type: none"> • Experience of accounting or financial record-keeping • Used to working in and able to work in a confidential environment 	<ul style="list-style-type: none"> • Experience of working in a school in an administrative and/or financial capacity • Good working knowledge of Health and Safety and Safeguarding
Interpersonal skills	<ul style="list-style-type: none"> • A genuine interest in working with children and being part of the school community. • Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner. • A positive attitude with enthusiasm and drive • Trustworthy • Conscientious • Ability to work on own initiative and work well under pressure • Reflective and able to take constructive feedback positively • Able to cope well with change • A good sense of humour 	