

THE LEGACY LEARNING TRUST

PERSON SPECIFICATION: Finance Officer

	Essential	Desirable	Measured by
Qualifications/ Training	<ul style="list-style-type: none"> • Educated to GCSE Standard at Grade A* – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications • Willingness to work towards AAT Qualification 	<ul style="list-style-type: none"> • AAT Level 4 or willingness to work towards • Certificate in financial reporting for academies or any school related finance qualifications • Further professional qualifications • Evidence of related training 	A/Q
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a team • Experience in providing a high level of customer services • Experience of general financial procedures i.e purchasing and maintaining creditor and debtor ledgers • Experience of using Financial Management systems 	<ul style="list-style-type: none"> • Experience of working within a school environment • Awareness of Academy trust handbook 	A/I
Skills & Ability	<ul style="list-style-type: none"> • Advanced Excel skills • Ability to analyse and interpret complex information. • Ability to manage own work effectively • Strong numerical and analytical skills • Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate • Ability to work flexibly across departments to support colleagues in order to meet whole school requirements • Organised approach to work in relation to professional standards and competencies • Flexible approach to changing work tasks and prioritising to specific needs • Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> • Ability to build & develop effective reporting mechanisms translating complex information for a wide range of stakeholders 	A/I

Skills & Ability	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • High level of emotional intelligence • Friendly and outgoing • Able and willing to establish good professional relationships • Commitment to high standards • Commitment to team work • Willingness to learn 		A/I
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Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview