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| **POST TITLE: Finance & HR Officer**  **Band 5 Scp 26-28** | | |
| **PERSON SPECIFICATION** | | |
| **MINIMUM ESSENTIAL REQUIREMENTS** |  | |
| **Qualifications and Experience** |  | **Method of Assessment** |
| Educated to Degree/ good A level standard  Formal accountancy/ finance qualification (AAT/ACCA/ACMA/ACA)  Experience of bookkeeping/ double entry accounting  Excellent literacy and numeracy skills  Evidence of Continuing Professional Development in Business Administration  Experience of using SAGE 50/200/ Education and SIMS.net and/or other administrative and financial systems  Excellent Microsoft excel skills  Experience of Microsoft word and powerpoint in an office environment | E  D  E  D  D  E  E  D | A/C  A/C  A/I/C  A/I/C  A/I/C  A/I/C  A/I/C  A/I/C |
| **Experience** |  |  |
| Experience of managing budgets and internal controls frameworks  Experience of working in a busy office environment/ finance function  Experience of organising and prioritising own workload  Experience of month end reporting requirements and dealing with internal and external audit | E  E  E  E | A/I  A/I  A/I  A/I |
| **Knowledge/Skills** |  |  |
| Knowledge of SAGE Education accountancy package (200/50)  Experience of using Microsoft Excel to a high level of competence  Knowledge of HMRC and external reporting requirements (ESFA, Companies Act, DfE)  Knowledge of current practice relevant to the role (school funding etc..)  Attention to detail and accurate and timely record keeping | E  E  D  D  E | A/I  A/I  A/I  A/I  A/I |
| **Personal Characteristics** |  |  |
| Ability to work independently and use initiative to deal with queries  Ability to plan and prioritise workload and work to tight time deadlines  Willingness to take on tasks of others and work well as part of a team  Ability to communicate effectively with staff and senior management – and challenge where appropriate  Ability to remain calm under pressure and deal with difficult situations in a professional manner  To be responsible for promoting and safeguarding the welfare of children and young people within the school | E  E  E  E  E  E | A/ I  A/I  A/I  A/I  A/I  A/I |
| **Other** |  |  |
| Flexible approach to working hours with the willingness to work outside of contracted times to support school events.  Willingness to undertake training, identify own training needs and show a commitment to further professional development. | E  E | I  I |

E = Essential D = Desirable

A = Application I = Interview C = Certificate

**The Dunham Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subjected to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.**