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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 standardFormal accountancy/ finance qualification (AAT/ACCA/ACMA/ACA)Experience of bookkeeping/ double entry accountingExcellent literacy and numeracy skillsEvidence of Continuing Professional Development in Business AdministrationExperience of using SAGE 50/200/ Education and SIMS.net and/or other administrative and financial systemsExcellent Microsoft excel skillsExperience of Microsoft word and powerpoint in an office environment | EDEDDEED | A/CA/CA/I/CA/I/CA/I/CA/I/CA/I/CA/I/C |
| **Experience** |  |  |
| Experience of managing budgets and internal controls frameworksExperience of working in a busy office environment/ finance functionExperience of organising and prioritising own workloadExperience of month end reporting requirements and dealing with internal and external audit | EEEE | A/IA/IA/IA/I |
| **Knowledge/Skills** |  |  |
| Knowledge of SAGE Education accountancy package (200/50) Experience of using Microsoft Excel to a high level of competenceKnowledge 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 | EEDDE | A/IA/IA/IA/IA/I |
| **Personal Characteristics** |  |  |
| Ability to work independently and use initiative to deal with queriesAbility to plan and prioritise workload and work to tight time deadlinesWillingness to take on tasks of others and work well as part of a teamAbility to communicate effectively with staff and senior management – and challenge where appropriateAbility to remain calm under pressure and deal with difficult situations in a professional mannerTo be responsible for promoting and safeguarding the welfare of children and young people within the school | EEEEEE | A/ IA/IA/IA/IA/IA/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. | EE | II |

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.**