



Finance Officer – King's Academy College Park

Person Specification

Experience, Skills & Knowledge

Essential

- Previous finance experience
- Competent in the use of office based ICT programmes
- Excellent communication skills, both written and verbal
- Previous experience working in a busy office environment
- Can work independently and as part of a team
- Ability to prioritise workload, work well under pressure and meet deadlines
- Have excellent time management skills
- Understanding of statutory requirements of legislation concerning safeguarding, child protection, health and safety, equality and inclusion

Desirable

- A financial qualification
- Experience of working in a school environment
- Knowledge of using Tucasi

Skills & Abilities

- Be empathetic, discreet and approachable
- Strong organisational and time management skills
- Attention to detail and accuracy in tasks
- Ability to remain calm and composed in fast-paced situations
- Professional appearance and demeanour

Personal Attributes

- Polite, courteous, and respectful
- Reliable, punctual, and able to maintain a professional appearance
- A commitment to upholding the school's values and want the best possible outcomes for pupils and the school