



St Ignatius College Person Specification

Finance Officer

Factors	Essential	Desirable	Assessment
Qualifications	<p>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</p> <p>Experience of working in a busy office environment.</p> <p>Previous finance/accounting and administration experience</p>	Finance/accounting related qualifications	Certificates Selection Process
Training	Evidence of continuous professional development		Application Form Selection Process
Experience	At least 3 years relevant experience, demonstrating an extensive level of knowledge and skills	Knowledge of RM Finance Knowledge of accounting in an educational setting	Application Form Selection Process
Knowledge and Skills	<p>Good numeracy and literacy skills</p> <p>Knowledge of accounting systems</p> <p>Able to use a range of ICT packages</p> <p>Understanding of promoting positive relationships with stakeholders e.g. parents, governors</p>	Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation	Application Form Selection Process
Personal Qualities and skills	<p>Willingness to challenge the work of self and others in a constructive manner</p> <p>Excellent organisational skills.</p> <p>Excellent interpersonal skills, verbal, written and oral.</p> <p>Exceptional planning skills and ability to meet deadlines.</p> <p>High level of numeracy and literacy.</p> <p>Work under their own initiative and lead on multiple projects at the same time</p> <p>Commitment to continuous improvement</p> <p>Ability to work under pressure and meet deadlines</p>		Application Form Selection Process