

Person Specification – Finance Officer

Criteria	Essential	Desirable
Qualifications 5 X level 2 qualifications Grade A to C (e.g. GCSE or equivalent), including Mathematics and English	✓	
Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post	✓	
Member of the Association of Accounting Technicians (AAT) or equivalent		✓
Relevant Experience Experienced in the use of spreadsheets and financial systems	✓	
Experienced in banking and allocation of income/payments	✓	
Experienced in schools/academies finance		✓
Knowledge & Skills An understanding of the key principles of finance and the aptitude to develop and apply these further	✓	
Good general ICT skills and preferably have experience of operating core Microsoft products especially Excel and a financial ledger system	✓	
Ability to work to a deadline	✓	
Ability to work accurately	✓	
Good organisation skills, attention to detail	✓	
High standard of numeracy and literacy	✓	
Good level of written and oral communication skills	✓	
Knowledge of schools/academies financial procedures and processes		✓
Personal Characteristics A commitment to safeguarding and promoting the welfare of children and young people	✓	



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Person Specification – Finance Officer

Conscientious, honest and reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature.	✓	
Must be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments)	✓	