

Finance Officer Person specification



ALEC REED ACADEMY
PROUD TO LEARN



Knowledge, Qualifications and Experience

Essential:

- GCSE Grade B or above in Mathematics (or equivalent)
- A-Levels (or equivalent)
- Experience in a Finance setting
- Accurate and methodical approach to work
- Experience and skilled in analysing numerical data
- IT literate with good proficiency in Excel
- Pro-active self-starter with strong organisational and administrative skills
- Excellent communication skills

Desirable:

- Experience of Payroll
- Experience in a fast paced office environment
- Experience working with young people in a professional/voluntary capacity
- A-Level Mathematics (or equivalent)
- Degree level

Skills and Abilities

Essential:

- High standards of honesty and trustworthiness
- Excellent attention to detail and strong problem solving skills
- Ability to work to strict deadlines
- Flexible and able to contribute to changing circumstances and new ideas
- Enthusiastic and resilient with the ability to be assertive when necessary
- Ability to develop and maintain effective professional relationships with students, staff and parents
- A strong commitment to own professional development
- A demonstrable commitment to equality of opportunity
- Able to demonstrate high standards of customer service
- A team player and flexible