

## Finance Officer - Payroll - Person Specification

Education and Qualifications	Criteria	Assessment
5 A*- C including English and Mathematics GCSE or equivalent	E	A
AAT or equivalent	D	A
Commitment to personal/professional development	E	I
Good working knowledge of finance management systems	E	A/I
Understanding of the education sector and public sector finance	D	A/I
Full driving licence	D	A

Experience	Criteria	Assessment
Finance experience including the operation of finance systems and procedures	E	A/I
Payroll experience including the operation of payroll systems and procedures	E	A/I
Maintenance of job evaluation schemes	D	A/I
Preparation and presentation of reports and data	D	A/I

Skills and Attributes	Criteria	Assessment
Ability to work to a high level of accuracy	E	A/I
Excellent time management skills and the ability to remain calm under pressure	E	A/I
Knowledge and experience of using ICT including Microsoft packages such as Excel, Word and Outlook	E	A/I
Report writing skills	E	A/I
Good communication skills – oral and written	E	A/I

Personal Qualities	Criteria	Assessment
Highly motivated and self-reliant	E	A/I
Enthusiastic and committed	E	I
High standards of professionalism and confidentiality	E	A/I
High standards of personal presentation	E	I
Demonstrated skills in organising multiple tasks and projects	E	A/I
Reliable with an excellent record of attendance and punctuality	E	A/I
Flexible	E	A/I
A forward-thinking approach	E	I
Excellent interpersonal skills	E	I
Ability to be reflective and self-critical	E	I
Display calmness under pressure; but remain focussed	E	I
Team player	E	I
To have an understanding of and a commitment to Equal Opportunities within the workplace	E	I

### Criteria Key

- E** Essential
- D** Desirable

### Assessment Key

- A** Application Form
- I** Interview