

## FINANCE AND ADMIN OFFICER PERSON SPECIFICATION

Training/Qualifications/Experience	Essential	Desirable
O Level/GCSEs (English & Mathematics at grade C or above)	*	
Working towards SBM qualification or equivalent	*	
Experience of working in a finance role in the education sector		*
Experience of using PS Financials software		*

### Professional knowledge and understanding

Understanding of key financial controls	*	
To be able to effectively use IT, particularly accounting software and Microsoft Excel	*	
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Ability to manage and prioritise a varied workload and to work to deadlines.	*	
Experience of supervising staff in a small team		*
Understands requirements of handling confidential and sensitive information	*	

### Personal and Professional Skills and Attributes

Well-developed interpersonal skills for working with a range of internal and external stakeholders	*	
Ability to explain financial concepts to non-finance colleagues	*	
Good organisation skills	*	
Strong numeracy and literacy skills.	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

### Approach to work – candidates should:

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

### Behaviour Competencies - Candidates should:

Be respectful and able to with tact and diplomacy	*	
Possess sensitivity and awareness of other's needs	*	