

# BRACKNELL FOREST BOROUGH COUNCIL

## PERSON SPECIFICATION

<b>JOB TITLE: FINANCE OFFICER</b>	<b>SECTION:</b>
<b>DEPARTMENT: EDUCATION</b>	<b>POST NUMBER:</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications And Training</b>	<p>Experience of development, management and operation in a financial environment.</p> <p>NVQ3 or equivalent qualification or experience. (e.g. AAT, RSA Bookkeeping)</p> <p>Very good numeracy/literacy.</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Possess a high level of numeracy and financial understanding.</p> <p>Possess effective written and verbal communication skills.</p> <p>Experience of the preparation and monitoring of budgets.</p> <p>Experience of research, production and presentation of financial reports.</p> <p>Good knowledge of relevant policies/codes of practice and an awareness of relevant legislation.</p> <p>Able to use ICT effectively for spreadsheets and financial software and have very good ICT skills.</p> <p>Able to plan and prioritise work and cope with competing demands.</p> <p>Able to demonstrate decision making skills and respond to a variety of financial enquiries and give advice.</p> <p>Able to supervise staff.</p> <p>Able to work independently on own initiative and constructively</p>	<p>Experience of working in a learning environment.</p>

	as part of a team.	
<b>Work-related Personal Requirements</b>	<p>Demonstrate good communication skills, able to relate well to, and communicate well with pupils and adults.</p> <p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
<b>Other Work Requirements</b>	Able to evaluate own learning needs and those of others and actively seek learning opportunities to address these, share knowledge with others and support their development.	