

Mill View Primary School

JOB DESCRIPTION: FINANCE AND ADMINISTRATION OFFICER

Job Title: Finance and Administration Officer
Grade: Grade 5

Key: E – Essential D - Desirable

Knowledge/ Experience	<ul style="list-style-type: none"> • Knowledge and experience of working in a busy environment, with the ability to work accurately under pressure • Knowledge and experience of working in a similar post • Knowledge and experience of financial and budget procedures and systems • Knowledge and experience of administrative procedures • Knowledge and experience of HR/ personnel administration • Knowledge of management information systems, database and spreadsheet applications • Knowledge of accessing and returning statistical information required by ESFA, the DfE or similar bodies • Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection) • Recognised financial and or business administration qualification and/ or other professional qualification 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Skills/Abilities Interpersonal	<p>The Finance & Administration Officer should be able to:</p> <ul style="list-style-type: none"> • analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies • demonstrate teamwork skills and be able to motivate self and others • negotiate and consult effectively • direct, prioritise, plan and co-ordinate to meet deadlines • build, support and work as part of a high performing team • be approachable and flexible 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

	<ul style="list-style-type: none"> • develop good relations with staff and others • committed to achieve school goals • seek advice and support when necessary • deal sensitively with people, find solutions and resolve conflicts • use appropriate collaborative styles in different situations and appreciate their impact 	E E E E E
Skills/Abilities <i>Other</i>	<p>The Academy Finance and Administration Officer should also:</p> <ul style="list-style-type: none"> • have good decision making skills, after collecting and weighing up evidence • have a good knowledge of ICT skills, in particular the ability to use Microsoft Office software • be able to develop innovative practice • have good organisation and planning skills • be able to manage a range of priorities and prioritise responses 	E E E E E
Attributes	<ul style="list-style-type: none"> • Flexibility and a willingness to adapt to changing circumstances • Resilience, enthusiasm, energy and vigour • Honesty, reliability, integrity and commitment • Intellectual ability • A sense of humour and perspective • A commitment to their own professional development and a willingness to undertake further training 	E E E E E E
Equal Opportunities	<ul style="list-style-type: none"> • Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice • Awareness and knowledge of disability discrimination policy • A willingness to share expertise with colleagues and positively assist their development 	E E E

Work Related Circumstances	<ul style="list-style-type: none"> • Be willing to undertake further training and development, as necessary in order to enhance service delivery 	E
	<ul style="list-style-type: none"> • Willingness to share information and expertise with other staff 	E

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview.