



**Wirral Grammar School for Girls**

## Employee Specification Form

Specification for the post of: **Finance Officer**

Personal Attributes				
	Essential		Desirable	
<i>Identified</i>	<i>Attribute</i>	<i>Stage Identified</i>	<i>Attribute</i>	<i>Stage Identified</i>
Knowledge & Experience	Experience of working in a school office, banking, finance or other similar environment. Proven clerical administrative experience	A/R	Experience of working as part of a team. Good knowledge of Corero. Knowledge of Tucasi Knowledge of SIMS	A/I/R A/I/R A/R A/R
Skills	Good ICT skills Attention to detail and thorough approach. Communication with others. Ability to handle money.	A/R A/I/R A/I/R		
Special Requirements	Sense of humour Flexible and hard-working Dealing with suppliers & customers	A/I/R A/I/R A/I/R		