

PERSON SPECIFICATION

Job Title:	Apprentice Finance Officer
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	Essential / Desirable
Qualifications	
4 GCSE's (grade 4 or above) including Maths and English (or equivalent)	E
Expertise / Knowledge	
Experience of processing finance transactions and completing reconciliations	D
Detailed understanding of finance policies and procedures from an operational perspective	D
Experience of working in a customer focused setting	D
Experience of working with a range of IT systems and finance software	D
Experience of providing professional advice both verbally and written	D
Experience of prioritising tasks and working towards defined deadlines	D
Experience of producing work to a high standard and having excellent attention to detail	E
Working knowledge of the Academies Financial Handbook	D
Skills, Abilities and Attributes	
Excellent interpersonal skills with the ability to communicate effectively and efficiently with a wide variety of people at all levels	D
The ability to work as part of a wider trust team at an operational level whilst remaining professionally balanced and focused	D
Self motivated and resilient with the ability to produce high quality work	E
Ability and willingness to travel to different sites across the trust	D