

Trust Finance Officer

Before completing your application please read the Person Specification and Job Description. In supporting your application you should demonstrate how your qualifications, skills and experience match the requirements of the role.

	Essential	Desirable
Qualifications & Experience		
Numerate and an understanding of basic accounting principles	√	
Previous finance/accounting and administration experience	√	
Proven experience of working collaboratively as part of a team	√	
Proficient in Excel and Word	√	
Good cash handling skills	√	
Cash handling in a banking environment		√
Knowledge of Sage Accounting System		√
A basic accounting qualification		√
Experience of working in a school		√
Skills & Abilities		
Reliable, honest and trustworthy		
Effective interpersonal skills with the ability to build and form good relationships with colleagues and students	√	
Excellent attention to detail and accuracy	√	
Excellent organisational skills with the ability to prioritise workload and work efficiently under pressure	√	
Ability to assimilate information readily and speedily	√	
Ability to work without supervision and take responsibility	√	
Safeguarding		
Display commitment to safeguarding and promoting the welfare of children and young people	√	