

Person Specification

Job Title:	Finance Officer
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Experience (*essential requirements*)

1. Experience of financial procedures, cash handling and cash security in a similar public sector environment
2. Experience of purchase ledger and accounts receivable
3. Working with or caring for children and young people, ideally in a similar environment

Qualifications/Training (*desirable requirements*)

4. Relevant basic accounting or book-keeping qualification

Knowledge/Skills (*essential requirements*)

5. Sound knowledge of accounts filing systems for auditing purposes.
6. Computer literate
7. Ability to analyse basic financial reports
8. Ability to communicate effectively with external suppliers
9. Ability to organise one's own tasks with minimum supervision
10. Ability to relate well to children and adults
11. Knowledge of child development
12. Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people
13. Commitment to the protection and safeguarding of children and young people.
14. Value and respect the views and needs of children and young people
15. Work collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations
16. Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams
17. Be resilient and demonstrates ability to work well under pressure. Manages time effectively
18. Willing to work willingly within organisational procedures, processes and to meet required standards for the role
19. Committed to continual personal and professional development
20. Reflective and learns from past experiences