



PERSON SPECIFICATION: Finance Officer

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Qualifications/Experience			
Recognised accounting qualification e.g. AAT Level 4	X		Application
Demonstrable experience within a finance/payroll environment	X		Application
Experience in the education sector		X	Application, Interview
Skills and Knowledge			
A thorough understanding of financial management, budget monitoring, and procurement.	X		Application, Interview
Attention to detail in relation to payroll data accuracy and financial reconciliations.	X		Application, Interview
Ability to work under pressure and meet strict deadlines, particularly around payroll cut off periods	X		Application, Interview
Ability to communicate effectively, with both finance and non-finance stakeholders including HR and external providers.	X		Application, Interview
Willingness to cover all aspects of Finance and Payroll to ensure deadlines are met	X		Interview
Willingness to develop accounting systems	X		Interview
Strong and effective IT Skills including, Excel, Word, and financial accounting systems	X		Application, Interview
Experience of Payroll procedures.	X		Interview
Professional and proactive with the ability to manage confidential information with discretion and integrity.	X		Interview
Flexibility and Teamwork			Interview
Team player with an ability to maintain effective working relationships with a wide range of stakeholders	X		Application, Interview
Willingness to work flexibly for the needs of the College, whilst maintaining an eye to key deadlines.	X		Application, interview
Interpersonal Skills and Communication			
Ability to communicate effectively and verbally in writing	X		Application, Interview
Sensitivity to situations and ability to adapt to patterns of behaviour to suit different circumstances	X		Interview
Resilience and ability to manage stress levels under pressure whilst remaining professionally detached.	X		Application, Interview

Mission and Ethos			
Demonstrate commitment to the College Mission, equal opportunities, customer care and quality assurance	X		Interview

Date: May 2026