



Finance Officer– Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Bookkeeping of all accounting entries, through to the creation of management and / or statutory accounts from a trial balance.• Reconciliation of records.• Credit control management.• Budget planning and projection experience.• Payroll processing and submission of correlating statutory returns.• Knowledge of pension provisions and returns.• Use of online banking systems.	<ul style="list-style-type: none">• A proven track record of managing a payroll• Experience of maintaining complex financial information systems and making payments• Experience within a HR role• Knowledge of government regulations relating to school financial regulations and procedures• Knowledge of government regulations relating to non-financial issues
Practical	<ul style="list-style-type: none">• Excellent organisation and an ability to prioritise.• Attention to detail, a friendly, professional manner, and the ability to work to deadlines.• High level of IT skills.• Ability to co-ordinate budget preparation, budget monitoring and accounts.	<ul style="list-style-type: none">• Familiarity with QuickBooks Online, SIMS, ParentMail systems.• Proven track record within an educational environment.• Previous experience Health & Safety/First Aid/Medical/Fire Safety or relevant qualifications
Communication	<ul style="list-style-type: none">• Excellent written and verbal communication skills.• Ability to work constructively as part of a team, with a willingness to share knowledge, expertise, and experience.	<ul style="list-style-type: none">• Proven track record within an educational environment.
Personal Qualities	<ul style="list-style-type: none">• Ability to maintain confidentiality.• Ability to remain calm under pressure; prioritising conflicting demands.• Maintaining confidentiality in all matters relating to the school, its pupils, parents & carers in line with the Data Protection Act.• Diplomatic and tactful.	<ul style="list-style-type: none">• Proven track record within an educational environment.

	<ul style="list-style-type: none"> • A confident and clear communicator, with effective negotiation skills. • A logical thinker with the ability to forward plan. • Ability to work independently and act on own initiative. • Sympathetic to the faith, aims and ethos of the school. 	
Strategic Thinking	<ul style="list-style-type: none"> • Problem solver and planner. • Ability to contribute to Senior Management regarding financial advice. 	<ul style="list-style-type: none"> • Experience of working at a strategic level within an educational environment.
Technology/IT Skills	<ul style="list-style-type: none"> • Ability to interpret and reconcile complex financial data from a variety of sources using tools such as Microsoft Excel. • A strong understanding of managing manual and computerised payroll systems and principles. • Excellent IT expertise and skills, including the use of Microsoft Office applications. 	<ul style="list-style-type: none"> • Previous experience of manual and computerised payrolls • Knowledge of school software packages i.e. SIMS
Education and Training	<ul style="list-style-type: none"> • Good standard of general education with excellent numeracy and literacy skills. • Training on the Data Protection (Jersey) Law 2018. • Safer recruitment training. 	<ul style="list-style-type: none"> • Finance qualification • HR qualification
Equal Opportunities	<ul style="list-style-type: none"> • FCJ and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties. 	
Special requirements	<ul style="list-style-type: none"> • The position is subject to an Enhanced Disclosure and Barring Service check, and completion of the required Personal & Health Declarations. 	

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The position is subject to an Enhanced Disclosure and Barring Service check, and completion of the required Personal & Health Declarations.