



SHREWSBURY HOUSE SCHOOL TRUST

PERSON SPECIFICATION for the post of Finance Officer at The Rowans School (TR) and Shrewsbury House School Trust (SHST)

Job title: Senior Finance Officer

Department: Finance Department

Reports to: Financial Controller and Head TR

This document sets out the required criteria for the post holder to perform successfully in the role. It is separated into those that are essential for the role and those that are desirable and applications for posts at Shrewsbury House School Trust (SHST) will normally be judged against these criteria.

	Essential	Desirable
Knowledge, Skills & Aptitudes	<ul style="list-style-type: none">• Well versed with Microsoft Excel.• Knowledge of charity accounting and reporting regulations.	<ul style="list-style-type: none">• Experience within educational sector/school accounting environment.• Experience with Double First Engage.
Personal Qualities	<ul style="list-style-type: none">• Very high standards of accuracy and attention to detail.• Strong communication and interpersonal skills.• Self-motivated and able to work independently with limited supervision.• Able to work as part of a team.• Able to work under pressure and multi-task.• Able to work in a confidential and professional manner.	

Education, Training & Qualifications	<ul style="list-style-type: none"> • Relevant finance qualifications. • Part-qualified accountant ACCA/AAT. 	
Experience	<ul style="list-style-type: none"> • Experience within schools. • Experience with Teachers' Pension Scheme. 	<ul style="list-style-type: none"> • Experience with Double First Engage.