

PERSON SPECIFICATION

FINANCE OFFICER

	Essential/ Desirable
Qualifications <ul style="list-style-type: none">• Educated to level 3 (e.g. A-Levels) or equivalent experience• Professional qualification relevant to the post• Degree in Finance, Accounting, or related discipline	E D D
Skills <ul style="list-style-type: none">• High level of accuracy and attention to detail in financial work• Proven experience of working in a finance or accounting role• Strong IT skills including proficiency in Excel, accounting software, and financial systems• Ability to prioritise, plan and organise day to day activities ensuring efficient and effective performance• Effective problem-solving techniques• Ability to work effectively within and between teams to achieve common objectives• Experience of managing budgets or supporting budget holders	E E E E E E D
Personal Attributes	
<ul style="list-style-type: none">• <i>A positive, proactive attitude with a willingness to take on additional responsibilities.</i>• <i>Strong analytical skills and attention to detail, particularly in working with systems, data and reports.</i>• <i>Excellent communication skills – able to explain technical matters clearly to non-technical internal and external stakeholders including regulatory bodies.</i>• <i>Proven ability to work collaboratively across departments and build strong internal relationships.</i>• <i>Good organisational and project planning skills, with an ability to balance strategic and operational demands of stakeholders.</i>• <i>Leads by example and shows personal enthusiasm by explaining why things need doing</i>	E

October 25