



Highclare School

Finance Officer (Purchase Order) Person Specification

Essential Skills Required

1. Competent in the use of Spreadsheets and Word Processing
2. Highly organised with strong attention to detail
3. Ability to work in a confidential manner in accordance with procedures and policies
4. Be able to prioritise, work accurately and to deadlines
5. Have good written communication skills and excellent telephone manner
6. Be willing to work in a developing and pressured environment to meet the needs of the school
7. Able and confident to work on own initiative whilst still being part of a team.
8. A minimum of 5 GCSE's or equivalent including Maths and English at Grade C or above

Desirable skills

1. Experience of FMS
2. Experience of this role in a school environment

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service