



Liverpool College

Post Title: Senior Finance Officer

Person Specification

	Criteria	Essential / Desirable	Identified by Application / Interview
Qualifications and training	Professional qualification (AAT or higher)	D	A
Experience	Experience of working in a school/educational setting in a financial management role Experience of leading and managing budgeting and reporting processes Experience of producing management accounts Experience of developing and operating financial systems and processes, including audit compliance controls Experience of managing procurement processes in line with regulatory requirements Experience of internal and external audit processes and knowledge of audit requirements Experience of working under pressure and to strict deadlines	D D E E E E E	A A / I A / I A / I A / I A / I A / I
Knowledge, skills and abilities	Understanding of the funding, financial management arrangements and reporting requirements of Academy Trusts Working knowledge of financial regulations Working knowledge of the Academy Trust Handbook Technical financial and management accounting skills Knowledge of Access Finance and Budgets Sound judgement and decision making skills Ability to understand, analyse and interpret financial data Strong ICT skills including MS office Self motivated and hardworking Ability to prioritise workload Understanding of safeguarding Awareness of GDPR requirements	D E E D D E E E E E D D	A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I A / I
Personal and professional	Ability to work independently and as part of a team Management experience Support value for money Excellent written and verbal communication skills and ability to communicate with employees at all levels Excellent analytical, planning and organisation skills Strong attention to detail and ability to produce work at a high level of accuracy Flexible approach to working Commitment to ensuring equal opportunities for staff, pupils and other stakeholders Willingness to learn new skills for professional development	E D E E E E E E E	A / I A / I A / I A / I A / I A / I A / I A / I A / I

A-Application

I-Interview

R-Reference