Person Specification: Finance and Operations Officer March 2025

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|  | **Essential requirements** | **Desirable requirements** |
| **Qualifications** | * Good standard of Education
* HNC/HND qualification in a relevant field or educated to degree standard.
* AAT level 4 or equivalent experience.
 | * Degree (or equivalent)
* CIMA/ACCA or ACA
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| **Experience** | * Experience of financial management.
* Experience of using financial systems software
* Demonstrable previous experience of work in a busy office.
 | * Experience of the workings of schools, academies or other educational contexts.
* Experience of using Xero.
* Experience of legal work, particularly contract law
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| **Knowledge** **and Skills** | * Excellent working knowledge of computer packages, including Excel, and other Microsoft Office elements.
* Knowledge of audit
* Excellent written (word processing) and verbal communication skills, including the ability to compile agendas and minutes.
* The ability to work under pressure, prioritising as necessary and taking on new systems and processes quickly.
 | * Knowledge of preparing annual accounts
* Familiarity with LA and DfE structures.
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| **Personal Qualities** | * Good communicator with excellent interpersonal skills.
* Able to work to the highest standards of professionalism and confidentiality, and able to demonstrate discretion in dealing with sensitive issues and confidential matters.
* Self-motivated and well-organised with ability to use initiative and work in a proactive and autonomous manner, without close supervision.
* Full, clean driving licence and access to a car.
* Sympathy with the ethos of the Church of England.
 | * Demonstrate a strong personal commitment to promoting education with a Christian purpose.
* An understanding of Church of England culture and structures.
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| The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required. |