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 |
| **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 |
| **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. |
| **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. |
| The post includes a requirement to travel to meetings throughout, and sometimes beyond, the Diocese when required. | | |