

Person Specification

Job Title: Finance Officer	Grade and Salary: £25,790.69 to £29,802.57
Base: Sheffield office	Team: Central Services

Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of 5 GCSE's including English Language and Mathematics at grade C/4 or above (or equivalent qualification / experience) • Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> • Financial Training • Accountant Qualification e.g. AAT Level 3
<p>Experience</p> <ul style="list-style-type: none"> • At least 3 years' experience, working within a Finance department • Purchase ledger experience • Bookkeeping experience • Proven work experience as a Finance Officer or similar role • Experience using financial software 	<ul style="list-style-type: none"> • Experience of working with CHARMS Pay database and Sage 50 accounts
<p>Skills and Knowledge</p> <ul style="list-style-type: none"> • Solid knowledge of financial and accounting procedures • Knowledge of financial regulations • Excellent communication skills both written and oral • Ability to handle complex issues • Financial, analytical and numerical skills • IT skills using office software packages e.g. Microsoft Word, Excel and Outlook and PowerPoint 	<ul style="list-style-type: none"> • Advanced MS Excel skills
<p>Abilities</p> <ul style="list-style-type: none"> • Integrity • Personal motivation and the ability to motivate others • Self-disciplined and ability to work to tight deadlines • Capacity to work under pressure • Excellent communicator, with professional approach 	

<p>Attributes</p> <ul style="list-style-type: none"> • Self-sufficient and self-motivated with the ability to work independently or in a team, recognising when issues need to be escalated or require input from others • Respectful of the demands on the time of other team members and able to adapt accordingly • Demonstrates a commitment to Continuous Professional Development • Shows a committed and proactive approach to equality, diversity and inclusion issues • Displays an ability to respond enthusiastically and positively to changes and challenges set by Team Fostering 	
<p>Job Circumstances</p> <ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the service • Ability to travel as required within the Agency's operational areas • Full & valid driving licence 	