Person Specification
Finance Officer

The criteria in the Person Specification under Qualifications/Attainments and Experience/Knowledge constitute the shortlisting criteria. The remaining criteria under Skills and Abilities and Personal Qualities will be assessed at interview.

Shortlisting Statement
The Board of Governors reserves the right to enhance the criteria for shortlisting purposes should this be necessary to facilitate the selection process. Evidence may be drawn from the application form and any other part of the selection process.

	Essential Criteria	**Desirable Criteria**
	Applicants **must** at the closing date for applications:	Preference may be given to those candidates who at the closing date for applications:
Qualifications/ Attainments	- A minimum of 5 GCSEs (or equivalent), including English Language and Mathematics at Grade C or above. - Evidence of continuing professional development relevant to finance, administration	- AAT qualification or working towards an accounting qualification.
Experience and Knowledge	- Minimum two years' experience working in a finance, accounting, bookkeeping or transactional finance environment. - Experience processing financial transactions and maintaining accurate financial records. - Experience carrying out reconciliations, income processing, invoicing, banking or similar financial activities. - Experience using computerised systems and Microsoft Excel. - Experience of working accurately with numerical data. - Experience handling confidential or sensitive information. - Experience managing competing priorities and meeting deadlines	- Experience of ParentPay or equivalent online payment platform - Experience of financial management software. - Experience preparing or reviewing bank reconciliations - Experience of sales ledger/accounts receivable functions. - Experience preparing sales invoices and monitoring outstanding balances. - Experience working in an education or public sector environment. - Experience producing financial reports and journals. - Experience supporting system implementation or process improvement projects.

		- Experience maintaining audit trails and supporting internal or external audits.
Knowledge and Skills	- High level of accuracy and attention to detail. - Strong Microsoft Excel skills including the use of formulas, sorting, filtering and data analysis functions. - Ability to prepare and maintain financial records and reconciliations. - Ability to identify and investigate discrepancies and resolve issues methodically. - Ability to explain financial information clearly and professionally to staff, parents and external stakeholders. - Strong organisational, workload management skills. - Ability to manage competing priorities and meet deadlines. - Ability to interpret and follow procedures and regulations. - Excellent communication and interpersonal skills. - Effective written and verbal communication skills. - Ability to build positive working relationships with staff, parents, pupils, suppliers and external stakeholders - Commitment to maintaining confidentiality and data security. - Ability to learn new systems and adapt to changing processes. - Ability to work independently and as part of a wider team.	

	- Understanding of the importance of financial controls, audit trails and accurate record keeping. - Ability to contribute positively to the implementation and development of financial systems and processes.	
Personal Qualities	- Professionalism and integrity. - A conscientious and reliable approach to work. - A commitment to delivering high standards of customer service. - Flexibility and willingness to support colleagues across the wider school. - A proactive approach to identifying improvements and solving problems. - Commitment to the values and ethos of Thornhill College. - Commitment to safeguarding and promoting the welfare of children and young people.	

TO ALL APPLICANTS

The Board of Governors seeks to appoint an enthusiastic and committed individual who is willing and able to contribute to the ethos and enrich the experience of pupils through their involvement in the wider life of the school.

The Selection Panel reserves the right to enhance the stated criteria in order to facilitate a manageable shortlist. Applications from suitably qualified candidates may be retained for consideration should similar vacancies arise within the following twelve months. Canvassing, either directly or indirectly, will disqualify candidates.

All criteria should be addressed within the application form and may be further assessed through presentation, interview and any other selection methods deemed appropriate.

Thornhill College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all appropriate pre-employment checks, including an enhanced AccessNI check.

Thornhill College is an Equal Opportunities Employer.

November 2026