

Finance Administrator Person Specification

Attributes	Essential	Desirable
QUALIFICATIONS AND TRAINING		
Good general standard of education with a minimum of GCSE in Mathematics or equivalent	√	
Accounting or professional qualification		√
EXPERIENCE		
To have worked in a School or Academy environment		√
Strong financial background		√
Strong attention to detail and able to produce work with a high level of accuracy	√	
PERSONAL COMPETENCIES		
Excellent interpersonal and communication skills.	√	
Excellent organisational skills.	√	
Ability to work meticulously and methodically.	√	
Plan own work schedule to meet agreed deadlines.	√	
Ability to work as a member of the team.	√	
Able to work under pressure to meet deadlines.	√	
Ability to show sensitivity and objectivity with confidential issues.	√	
KNOWLEDGE & SKILLS		
Working knowledge and experience of finance packages.	√	
Fully proficient in using IT systems, including Excel and Microsoft Word.	√	
Good knowledge of accounting procedures	√	
Knowledge of financial systems and processes	√	
Demonstrates a logical and methodical approach with attention to detail and accuracy.	√	

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced Criminal Record check via the Disclosure and Barring service is required for this post.