

Person Specification : Finance Administrator

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School Finance Officer will play a key role ensuring the smooth running of payroll and financial operations of the school, including maintenance of accounting, fee records and statutory reporting and responsibility. This is a significant role requiring a confident, hands on approach, as well as high level financial management skills.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	To GCSE standard	AAT or equivalent qualification	Production of the Applicant's certificates
Knowledge/ Experience:	<p>Experience in a previous organisation within Finance</p> <p>Knowledge and experience of Excel and other standard software including Sage</p> <p>Capability to provide accurate and timely information /data</p>	Knowledge of working in a School environment	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Personal Qualities/ Skills	<p>Excellent interpersonal skills and the ability to build and maintain positive working relationships with school staff and parents</p> <p>Organisational skills</p> <p>Impeccable confidentiality and integrity</p> <p>A team member with a 'can do' attitude.</p> <p>Liaise effectively with staff and parents</p> <p>Work to demanding schedules</p> <p>Attention to detail</p>	The ability to cope with change in systems, processes and business models	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>