

PERSON SPECIFICATION

JOB TITLE: Finance Administrator / Finance and Services Officer

REPORTING TO: Financial Controller

	Essential	Desirable
Qualifications	<p>Good level of educational attainment up to A level.</p> <p>5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</p>	Degree.
Experience	<p>Experience using Xero accounting software.</p> <p>Demonstrable contract management and negotiation experience (if applying for extended role)</p>	<p>Experience of working in a school.</p> <p>Experience of bookkeeping for a charity or a growing business.</p>
Skills	<p>Strong Microsoft Office skills (including Word and Excel).</p> <p>A good command of written and spoken English.</p> <p>Flexible, proactive and self-starter in approach to work.</p> <p>Good initiative, enthusiasm, problem-solving approach to new challenges.</p> <p>Strong administrative and workload management skills.</p> <p>Ability to compose clear and concise letters and e-mails.</p> <p>Analytical mind with strong attention to detail.</p>	

	<p>Good and proactive communication skills.</p> <p>Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts.</p> <p>Organised and methodical approach to record keeping.</p> <p>Excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.</p>	
Abilities	<p>Able to work with minimal supervision.</p> <p>Literate and numerate.</p>	
Essential personal qualities	<p>Accuracy and attention to detail.</p> <p>Uses own initiative.</p> <p>Good interpersonal skills.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>Flexible attitude.</p> <p>Self-motivated.</p> <p>Willing to get involved in a wide range of duties.</p> <p>A commitment to safeguarding and promoting the welfare of children and young people.</p>	