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| **POST TITLE: FINANCE AND ADMINISTRATION OFFICER**  | **Essential** | **Desirable** |
| **General Qualifications & Training**  |
| 5 GCSEs including English & Mathematics at Grade C or above (or equivalent Level 2) / evidence a good standard of literacy / numeracy | ✓ |  |
| Relevant qualification in Business and/or Finance |  | ✓ |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  |
| **Experience**  |
| Experience of working in a finance or administration role | ✓ |  |
| Experience of working in a school environment |  | ✓ |
| An understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | ✓ |  |
| **Skills, Knowledge & Aptitudes** |
| Ability to prioritise and organise work effectively | ✓ |  |
| Ability to work to tight deadlines and to remain calm under pressure | ✓ |  |
| Good interpersonal skills – able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels | ✓ |  |
| Competent in the use of standard office software applications such as Word, Excel, email and internet | ✓ |  |
| Knowledge of school-based software systems, for example SIMS |  | ✓ |
| Commitment to the promotion of positive values, attitudes and behaviour  | ü |  |
| Ability to work to tight deadlines and with own initiative | ü |  |
| **Personal Attributes** |
| Good oral and written communication skills | ü |  |
| Excellent oral and written communication skills | ✓ |  |
| Flexible, able to multi-task and adapt to changing priorities, with a can-do attitude | ✓ |  |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  |
| Excellent time management / prioritisation skills | ✓ |  |
| A good team worker whilst retaining the ability to work on own initiative | ✓ |  |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement. | ✓ |  |
| Understands and respects the importance of confidentiality | ✓ |  |
| **Other Requirements**  |  |  |
| A good sense of humour and perspective | ü |  |
| Good sickness/attendance record in current/previous employment (not including absences resulting from disability) | ü |  |
| No serious health problem which is likely to impact upon job performance (which cannot be accommodated by reasonable adjustments) | ü |  |
| Licence to drive |  | ü |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ü |  |
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