

## PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

**Knowledge/Qualifications:** (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ level 3 or equivalent
- Knowledge of accounting packages
- Knowledge of school personnel packages
- Knowledge of spreadsheets and word processing packages

**Skills/Abilities:** Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Good general communication skills
- Good telephone manner
- Good organisational skills – able to prioritise workload
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Able to use Word, Excel and Outlook
- Able to work independently but also as part of a team
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary.

**Experience:** type, level and length.

- At least two years' experience in a similar finance-based environment.

**Personal Qualities:** or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A flexible approach to work
- A sense of responsibility
- Tact and diplomacy
- Integrity

**Special Factors:** e.g. hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc