

PERSON SPECIFICATION
FINANCIAL ADMINISTRATOR - PURCHASE LEDGER

	Essential	Desirable	How Identified
Knowledge / Qualifications			
GCSE including English and Maths at Grade C or above or equivalent	X		Application / Interview
Finance / accounting related qualification e.g or working towards accountancy qualifications		X	Application / Interview
Knowledge of bookkeeping and understanding of ledger control accounts	X		Application / Interview / Reference
IT literate with working knowledge of Microsoft Office suited programmes / internet applications	X		Application / Interview / Reference
WCBS (PASS) or similar		X	Application / Interview
School Comms / School Gateway or similar		X	Application / Interview
Experience			
Previous financial/accounting and administration experience	X		Application / Interview / Reference
Purchase Ledger experience	X		Application / Interview / Reference
Experience of operating and monitoring budgets and providing reports as required		X	Application / Interview
Experience of cash handling / banking	X		Application / Interview / Reference
Experience of computerised finance systems	X		Application / Interview / Reference
Experience of working in an educational environment		X	Application / Interview / Reference
Personal Skills/Qualities			
Ability to work effectively both on own initiative and as part of a team	X		Interview / Reference
Ability to maintain accurate records and filing systems	X		Interview / Reference
Excellent time management and the ability to prioritise work effectively to meet deadlines	X		Interview / Reference
Ability to liaise positively and communicate financial information with staff, parents, colleagues, suppliers and be customer focussed with a friendly and professional manner	X		Interview / Reference
Commitment to providing a consistently high level of customer service and conflict resolution	X		Interview / Reference
Efficient, reliable and resilient under pressure	X		Interview / Reference
Appreciation of importance of confidentiality and sensitivity in dealing with colleagues, parents and suppliers	X		Interview / Reference
Flexible, adaptable and able to prioritise	X		Interview / Reference
Other Requirements			

A commitment to safeguarding and promoting the welfare of students	X		Interview / Reference
Able to show a strong commitment to the charism and ethos of the College	X		Interview
Excellent reliability, punctuality and professional conduct	X		Reference
Able to undertake all the physical requirements of the post	X		Interview
Willingness to undertake CPD and further relevant training and to pass those skills to other members of staff as appropriate	X		Interview