

Person Specification: Finance Administrator

Category	Essential	Desirable	How Identified
Qualifications and Training	<ul style="list-style-type: none"> • Grade C or above in GCSE English and Maths • Finance or accountancy qualification 	<ul style="list-style-type: none"> • Further professional development 	AF
Experience	<ul style="list-style-type: none"> • Finance or accounting knowledge and experience • Previous experience in a similar role • Understanding of financial regulations and internal control procedures • Intermediate Excel skills • Experience using financial software 	<ul style="list-style-type: none"> • Currently working in a school • Use of RM Finance • Use of Access Budgeting • Understanding HCC common financial reporting procedures 	AF, I, R
Skills, Knowledge and Aptitudes	<p>Good knowledge of financial regulations</p> <ul style="list-style-type: none"> • Excellent literacy/numeracy skills • Competent in the use of ICT packages including word-processing and computerised accountancy systems • Ability to use relevant office equipment effectively • Communicates well orally and in writing at all levels • Able to plan, organise and prioritise • Understanding of safeguarding procedures 	<ul style="list-style-type: none"> • Knowledge of budget monitoring and account reconciliation • An understanding of VAT calculations on invoices • Experience of supporting change management • Knowledge of school information and financial systems e.g. SIMS, Arbor, RM finance, access budgeting 	AF, I, R
Personal Qualities	<ul style="list-style-type: none"> • Willingness to learn and to attend further professional development • Ability to initiate developments • Ability to work under pressure and has a calm, professional manner • Embraces change well • Deals with difficult situations effectively • Able to develop effective working relationships with all external partners • Empathy with the school ethos • A positive commitment to improving practice • Ability to plan and develop efficient and effective systems • A flexible and adaptable approach to work 		I, R