



Person Specification

Qualifications and Training		
Evidence of:		
Good general education (including GCSE grade C or above in English and Maths)	E	
Qualification in Business Administration (to at least RSA3/NVQ3) or equivalent. and / or is working towards a relevant finance or bookkeeping qualification such as AAT, CIMA, ACCA	E	
Knowledge of General Data Protection Regulation		D
Willingness to further develop skills and knowledge through staff development opportunities	E	
Professional Skills and Experience		
Evidence of:		
Minimum of 2 years' experience of working in an administrative capacity	E	
Experience of working in an educational organisation		D
Experience of working in a finance department in a similar role		D
Proficient use of Word, Excel, PowerPoint and Outlook	E	
Excellent numerical skills	E	
Excellent communication and organisational skills	E	
Excellent interpersonal and analytical skills	E	
Good customer service skills	E	
Good understanding of finance policies and procedures		D
Excellent accuracy and attention to detail	E	
Personal Qualities		
Able to maintain confidentiality and deal with sensitive issues effectively	E	
Able to remain calm and professional under pressure	E	
Able to use initiative to deal with routine and complex matters	E	
Able to problem solve and offer workable solutions	E	
Able to collate written information and data and present it in a concise and informative report format		D
Able to work flexibly under pressure and to tight deadlines	E	

Able to work as a good team player	E	
Excellent people skills	E	
Able to work flexibly to achieve daily tasks and team goals	E	
Reliable and professional with a positive attitude	E	
Able to understand the wider context of finance processes and impact of financial administration	E	

Essential (E), must have

Desirable (D), should have