



## Finance and Administration Officer (Maternity Cover) Person Specification

Areas of Requirement	Essential	Desirable	Evidence
<b>PROFESSIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths A*- C (or equivalent)</li> <li>NVQ 2 relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>Relevant finance qualifications</li> </ul>	A
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Relevant financial management experience</li> <li>Relevant administrative experience</li> <li>Experience of providing support to others in relation to the role</li> </ul>	<ul style="list-style-type: none"> <li>Financial management in an educational setting</li> <li>Experience of using a computer-based financial package</li> <li>Experience of maintaining an online payment system</li> </ul>	A R I
<b>SKILLS, KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Financial workings</li> <li>Budget management and accounts understanding</li> <li>Data management including data protection and confidentiality</li> <li>Competent user of relevant software e.g. Microsoft Office (Word, Excel, Outlook)</li> <li>Effective interpersonal and communication skills</li> <li>Understand need for 'safeguarding'</li> <li>Able to negotiate 'best value' for the school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using SIMs</li> <li>Excellent computer and administrative skills</li> <li>Good knowledge of education and financial regulations</li> </ul>	A R I
<b>DISPOSITIONS &amp; ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Excellent organisational and communication skills</li> <li>A positive commitment to improving practice</li> <li>Ability to plan and develop efficient and effective systems</li> <li>A flexible and adaptable approach to work</li> <li>A calm, professional manner</li> </ul>		I R

**Key:** A = Application Form / R = Reference / I = Interview