

EMPLOYEE SPECIFICATION

JOB TITLE : FINANCE AND ADMINISTRATION ASSISTANT **GRADE:** BG 8

ESSENTIAL (Must have)	DESIRABLE (should have)
Knowledge and Experience GCSE Grade C/5 in Maths and English. Proven competence in business & administration processes and procedures. Experience of maintaining and manipulating computerised and paper based data/information. Competence in ICT – experience and working knowledge of spreadsheets and computer based accounting systems, data base and word processing. Experience which demonstrates ability to gather and analyse information to prepare reports. Experience of producing clear and accurate statistics, information and reports. Experience which demonstrates applying administrative systems and procedures in line with best practice. Abilities and Aptitudes Adept at working independently and as part of a team including ability and willingness to work cooperatively as part of a team. Use of analytic and problem-solving skills for key and financial issues. Ability to be flexible and cope with changing and challenging priorities and manage time effectively to ensure work	Knowledge and Experience NVQ level 3 in Business/School Administration or equivalent experience. 2 years working within school administration with financial systems experience. Experience of working in a support-orientated environment. Experience of completing / adapting the administrative procedures applying to any of the following: invoices, orders, absence/leave records, payroll, employee records. Understanding of school structure and operation. Knowledge of Schools' financial regulations. Abilities and Aptitudes Willingness to learn new skills and ideas and adapt to the culture of an organisation

objectives and deadlines are met.

Numerate and capable of undertaking accurate financial and other calculations.

Excellent communication skills, both verbal and written.

Ability to handle information securely and confidentially.

Attributes

Desire to contribute to wider school life and make a difference to our children.

A desire to challenge yourself, find new ways of working and solve problems within areas of responsibility.

Maintain resilience, and a sense of humour under pressure and in a multi-functioning office.

SPECIAL CONDITIONS

The post holder will be required to pass relevant safeguarding checks including DBS checks and Barred [lists](#). Where the job involves working within early years services at any time it will be offered/the employee is required to confirm that they are not disqualified from working within early years services by association.

The post holder may be required to attend meetings outside the normal school day.