

SPECIFICATION	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> Two years' experience in a finance environment with experience of processing to a financial system Some experience of dealing with client departments and / or other organisations 	<p>Experience of using 'ParentPay' or an alternative online payment software for parents.</p> <p>Experience of working in an educational establishment.</p>
Qualifications	<ul style="list-style-type: none"> 5 GCSE passes (or equivalent) to include Maths and English 	AAT Level 3
Skills / Aptitudes	<ul style="list-style-type: none"> Ability to communicate effectively with a wide variety of clients and suppliers Ability to work successfully as an individual and as part of a team Ability to work unsupervised and as part of a team Effective and precise time management Good ICT skills Ability to process financial information accurately and systematically Ability to work under pressure and to tight deadlines 	<ul style="list-style-type: none"> Some flexibility in working hours Understanding of accounting concepts such as double entry, depreciation etc
Other Requirements	<ul style="list-style-type: none"> Willing to undergo in-house training on a variety of tasks Knowledge of safeguarding Enhanced DBS check 	