



	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills 	<ul style="list-style-type: none"> • Relevant financial or school office experience 	Application/interview
Experience	<ul style="list-style-type: none"> • Experience of producing information clearly in a way that can be understood by others • Experience of reviewing data for errors and discrepancies • Experience of undertaking administration/clerical tasks • Experience of team-working to work effectively with others and meet deadlines and goals 	<ul style="list-style-type: none"> • Experience of using computerised packages for financial administration, specifically trained to standard user level in Microsoft excel functions • Experience of working in an accounts or procurement function • Experience of working in an academy or other educational setting 	Application/interview
Skills and abilities	<ul style="list-style-type: none"> • Excellent communication skills delivering professional, polite, courteous and efficient customer services • Ability to interpret information to solve problems and make recommendations for action • Organisational skills to work under pressure to complete tasks to potential conflicting deadlines, which can involve reprioritising own work • Ability to be methodical and thorough to ensure work is accurate • Initiative to respond to unexpected problems, using recognised policies and procedures as a guide 		Application/interview
Knowledge	<ul style="list-style-type: none"> • Understanding of why safeguarding is important when working with children and young people. 	<ul style="list-style-type: none"> • Knowledge of relevant financial best practice and legal requirement appropriate to the role, including VAT, tac, auditing and credit control • Understanding the financial framework and regulations that an academy is required to operate • Knowledge of financial procedures associated with being an academy, a charity and associated accounting frameworks 	Application/interview
You must also	<ul style="list-style-type: none"> • Have a positive ‘can-do’ approach to work • Commitment to safeguarding and promoting the welfare of children • A commitment to promote and support the school’s ethos for staff wellbeing for staff and students. 		