



Person Specification

Qualifications and Training		
Evidence of:		
Have either a finance degree or relevant finance or bookkeeping qualification such as AAT, CIMA, ACCA, CIPFA or equivalent	E	
Knowledge of General Data Protection Regulation		D
Willingness to further develop skills and knowledge through staff development opportunities		D
Professional Skills and Experience		
Evidence of:		
Minimum of 2 years' experience of working in a similar role	E	
Experience of working in an educational setting in a similar role		D
Proficient use of Word, Excel, PowerPoint and Outlook	E	
Experience of computerised accounting systems	E	
Experience of using Sage 200		D
Excellent communication and organisational skills	E	
Excellent interpersonal and analytical skills	E	
Good understanding of finance policies and procedures	E	
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	E	
Able to work flexibly under pressure and to tight deadlines	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 accounting	E	

Essential (E), must have

Desirable (D), should have