

Person Specification

Post: HR & Finance Officer.

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> ● NVQ level 3 in Payroll / Pensions / Business Admin or equivalent experience gained through work experience ● Minimum 5 GCSEs (Grade C/4) or equivalent qualification 	<ul style="list-style-type: none"> ● AAT NVQ Level 2 or equivalent experience gained through work experience 	Application Certification
Experience	<ul style="list-style-type: none"> ● Values driven ● Working in fast-paced general administration role ● Fully conversant with current regulations and processing requirements ● Maintaining a consistent and positive solution-focused approach to problem solving ● Flexible approach to working 	<ul style="list-style-type: none"> ● Dealing with payroll, pension and finance queries ● Working in an educational setting 	Application Interview
Knowledge and Skills	<ul style="list-style-type: none"> ● Ability to use HR, payroll and finance systems and be able to apply transferable skills to another similar system ● Solution focused approach to work ● Ability to communicate effectively with confidentiality at all levels ● Understanding of and commitment to high levels of service ● Ability to prioritise work, coping with competing demands 	<ul style="list-style-type: none"> ● Ability to accurately input, update and maintain people information systems ● Ability to accurately input, updated and maintain finance systems 	Application Interview References

	<ul style="list-style-type: none">● Commitment to safeguarding		
Character	<ul style="list-style-type: none">● Strong moral purpose and drive for improvement● Humble and kind● Motivated, enthusiastic and flexible● Excellent interpersonal skills● Good sense of humour● Desire to develop yourself● Ability to give, receive and act on feedback● Strong attention to detail● Ability to work under pressure		Application Interview References