

Purchase Ledger Officer Person Specification

Job Title: Purchase Ledger Officer		
	Essential	Desirable
Education and Training		
Level 2 Maths and English	√	
Professional Experience		
Experience of working within the education or charity sector		√
Experience of working within a Finance Department	√	
Experience of PSF	√	
Knowledge and Skills		
Customer focused and able to deliver to tight deadlines	√	
Accuracy and attention to detail	√	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role	√	
Personal Attributes		
Positive and solution focused with a flexible approach to work	√	
High levels of integrity, able to ensure confidentiality	√	
Good communicator both orally and in writing	√	
A commitment to safeguarding, promoting welfare of children and young people	√	
Interest in own personal development and a willingness to undertake further training	√	