

Person Specification: Senior Administration & Finance Officer

The criteria below will be assessed via application form (A), interview (I), and a practical task (T).

Experience & Knowledge

- **School Administration & Finance:** Experience working within a school or busy office environment involving both administrative and financial/bookkeeping tasks (A, I).
- **Financial Processing:** Practical experience processing invoices, purchase orders, tracking payments, or working with a finance database (A, I, T).
- **Systems Proficiency:** Deep practical knowledge of school MIS systems (e.g., Arbor, SIMS, Bromcom) and financial software (e.g., FMS, Access Education, HCSS) or a fast aptitude for learning financial databases (A, I, T).
- **Supervisory Experience:** Experience coordinating the work of others or mentoring a colleague, with the ability to give clear direction and manage workloads effectively (A, I).

Skills & Abilities

- **Numerical Accuracy:** Exceptional attention to detail with numbers, coding, and basic spreadsheets to ensure invoice errors or ledger discrepancies are caught early (A, I, T).
- **Organizational Excellence:** A proven ability to map out long-term deadlines, multi-task under pressure, and track multiple moving parts without dropping the ball (A, I, T).
- **Exceptional Communication:** Outstanding written and verbal skills, with the ability to draft professional letters to parents and handle

sensitive debt-chasing conversations with tact and diplomacy (A, I, T).

- **Financial Prudence:** A mindful approach to school spending and resource management, recognizing the pressures of running a tight school budget (I).

Personal Attributes

- **Resilience & Warmth:** A calm, professional, and empathetic demeanor under pressure—serving as a reassuring presence to parents, pupils, and staff alike (I).
- **Discretion:** Absolute commitment to maintaining confidentiality regarding sensitive family financial data, pupil records, and staff information (A, I).