

Person Specification: Finance Administrator

| | Essential | Desirable |
|--------------------------------------|---|---|
| Qualifications & Training | GCSEs grade A-C or equivalent in English & Maths. At least one qualification at level 3 or above (A levels or equivalent). | |
| Experience | Experience of business, finance and resources management. Experience of using FMS and SIMs. Experience of office based work. | Experience of HR and payroll. Some understanding of premises matters and working with contractors. |
| Aptitudes and Abilities | Excellent interpersonal skills. Able to think creatively and problem solve. Able to work independently, under own initiative and as a member of a team. Ability to work under pressure. Excellent communication skills and the ability to present both written and verbal information. Ability and skills to use a range of IT packages and adapt to changes in technology. Able to communicate well with all stakeholders. Able to share ideas and contribute to the development of the whole school. Willing to attend relevant training for systems and updates. | Ability to manage challenging situations. |
| Personal characteristics | Well-organised. Able to work under pressure and use own initiative. Be prepared to work with others. Demonstrate enthusiasm, common sense, discretion and tact. | |

Hillesley Primary School is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Baring Service and qualification checks.