

CONFIDENTIAL – Priory School

Person Specification			
Job Title	Finance Administrator	Job Holder	
Author	Jo McGovern	Date Created	June 4 th 2018
Date Reviewed		Next Review Date	

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description. Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview. Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Outline of Key Abilities

Key:

E – Essential D – Desirable A – Application Form I – Interview Process

Qualifications		E	D	A	I
1.	5 A*- C Level GCSEs or equivalent including English and Maths	✓		✓	
2.	AAT qualification or willingness to undertake it		✓	✓	

Knowledge & Understanding		E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:					
1.	Basic financial procedures and understanding of accounting functions.	✓		✓	
2.	Best Value and ability to apply principles of this to all procurement	✓		✓	
3.	Relevant legislation and guidance in relation to working with, safeguarding and the protection of children and young people	✓		✓	
4.	Health and Safety, GDPR 2018, Freedom of Information and Equality Act legislation	✓		✓	

Skills		E	D	A	I
1.	Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
2.	Use Microsoft Word, Excel, SIMS and other appropriate software effectively to an intermediate level	✓		✓	
3.	Use excellent interpersonal skills and the ability to relate to people with understanding and tact; to communicate effectively with a wide range of potential audiences and to listen and understand the point of view and opinions of other people	✓		✓	✓

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4.	Pay meticulous attention to detail	✓		✓	✓
5.	Have a methodical and systematic approach to work	✓		✓	✓
6.	Demonstrate honesty and integrity and ethical approach to dealing with public money	✓		✓	✓
7.	Effectively manage and organise own time	✓		✓	✓

Experience		E	D	A	I
1.	Working in a school office environment		✓	✓	
2.	Effectively working to tight deadlines whilst simultaneously able to successfully manage a number of different tasks.	✓		✓	✓
3.	Work in a position with finance responsibilities	✓		✓	

Personal Attributes		E	D	A	I
1.	The ability to manage oneself , including time management, professional direction and development and an ability to work effectively, as part of a team, at all times including challenging circumstances	✓		✓	✓
2.	Have high standards in terms of attendance, punctuality and meeting deadlines	✓		✓	✓
3.	A genuine concern to secure the educational progress of children irrespective of their background and ethnicity	✓		✓	
4.	Maintain confidentiality and handle sensitive information in accordance with GDPR 2018 rules	✓		✓	✓
5.	Be committed to and be able to actively demonstrate safeguarding and promoting the welfare of children. Demonstrate the ability to uphold public trust and confidence and maintain appropriate positive, professional boundaries in relationships with both children and adults at all times	✓		✓	✓
6.	Successful Enhanced DBS status	✓		✓	