Andover Church of England Primary School

Person Specification – Admin/ Finance Officer

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education,****Training &****Professional****Qualifications** | Qualification or experience in an admin roleExperience of managing HR/ personnelA good working knowledge of finance systems and processes Working knowledge and experience of MicrosoftOffice applications including Word, Excel and OutlookGCSE (or equivalent) Maths and English Grades A-C | Admin experience in a schoolExperience of SFVSExperience of budget reconciliations e.g pay roll, finance systems such as Scopay/ Tucasi.Knowledge of Health and Safety proceduresExperience of school management and information systems such as Arbor or SIMS |
| **Skills & Abilities** | Excellent written and verbal communication skillsA proven ability to work within tight time scales and manage own work loadDemonstrates a high level of organisational skills and accuracyHas the ability to maintain confidentiality on all school mattersEnjoys working with children and understands inclusion | Experience and knowledge of working with process and proceduresExperience of GDPR and has undertaken DPO training |
| **Personal Attributes** | Be responsible, honest, caring and reliable, and conduct oneself with integrityHappy disposition, with a ‘can do solutions based’ approach to tasksComfortable working alone and also within a team as necessaryEnjoy a varied working environment where everyday can be different with an ability to be flexible and responsive.Calm patient manner with a high level of emotional intelligenceTenacity with a good sense of humour! |  |