

Priory Junior School

Person Specification – Finance Administrator



Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs at grade C and above, including maths • Relevant Finance qualification or equivalent experience
Experience	<ul style="list-style-type: none"> • Experience of financial administrative work • Experience in using school MIS / Finance software applications or equivalent • Experience of managing a payroll function • Experience of working in an educational environment which demonstrates post holder's ability to work with teaching staff and interaction with pupils
Skills and knowledge	<ul style="list-style-type: none"> • A good knowledge of financial management • Excellent attention to detail • Effective communication – both verbally and in writing – with colleagues, governors and external bodies • Confident in using all aspects of computer software including, but not limited to: Word, Excel and Outlook • Excellent numeracy skills with the ability to analyse and present statistical information with confidence • Ability to understand, interpret and communicate financial information • Excellent interpersonal skills • Excellent organisational and time management skills with the ability to prioritise • Ability to work to deadlines
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school • Calm, flexible, approachable aptitude • Ability to solve problems, make good judgements and take decisions • Ability to work under pressure and prioritise effectively • Demonstrate commitment to the improvement and development of own performance • Ability to function well as an effective member of a team and 'roll up sleeves' in an emergency • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality