

Person Specification



Job Title:	Finance Administrator	Job Number:	1019357
Location:	Longford Park Primary School	Salary:	Grade 4

Skills and knowledge	Knowledge of school office procedures and practices	Essential
	Capability to use Microsoft Office applications such as Word, Excel, Outlook.	Essential
	Strong numeracy skills with a high level of accuracy and attention to detail.	Essential
	Strong organisational and communication skills, with the ability to prioritise tasks, meet deadlines, and communicate clearly and professionally with a range of stakeholders	Essential
	Flexible attitude towards day-to-day tasks	Essential
	Ability to remain calm and professional under pressure	Essential
	Ability to work as part of a team and with minimal supervision	Essential
	Effective reporting skills, with the ability to compile, analyse, and present accurate financial and administrative data clearly.	Desirable
Abilities and experience	Good knowledge of GDPR and data protection requirements, with the ability to handle personal data securely and always maintain confidentiality.	Essential
	Able to maximise use of a range of ICT systems for optimum efficiency	Essential
	Basic finance skills, including processing purchase orders and invoices, reconciling payments, and maintaining accurate financial records.	Essential
	Knowledge of school financial procedures, including budget monitoring, procurement processes, and compliance with audit requirements.	Desirable
	Able to implement, develop and maintain financial procedures and systems	Essential

	<p>Ability to deal calmly and sympathetically with parents, staff and children</p> <p>Liaise and communicate effectively with a wide variety of stakeholders including parents, staff, colleagues, agencies and Senior Leaders to offer advice and support or gather information to enable planning and prioritising of work.</p> <p>Able to respond quickly and calmly to emergency situations or disruptions.</p> <p>Able to plan effectively, so work is completed in accordance with timescales and deadlines.</p> <p>Experience of using Bromcom MIS</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Personal Qualities	<p>Commitment to promoting the ethos and core values of the Trust</p> <p>Commitment to always act professionally.</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to safeguarding and equality</p> <p>Able to deal with difficult situations calmly and effectively</p> <p>Able to embrace and contribute to changes in systems and procedures</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Special Requirements	<p>The school is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred list check</p>	<p>Essential</p>