

# Person Specification



<b>Job Title:</b>	Finance Administrator	<b>Job Number:</b>	1019357
<b>Location:</b>	Longford Park Primary School	<b>Salary:</b>	Grade 4

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

	<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>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Desirable</b>
<b>Personal Qualities</b>	<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>	<b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b> <b>Essential</b>
<b>Special Requirements</b>	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	<b>Essential</b>