



# Newton Abbot College

Imagine what's possible ...

## BUSINESS SERVICES OFFICER - FINANCE Person Specification

Role Requirements:	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated to GCSE grade C level (or equivalent) in both Maths and English	√		Application Form
Relevant qualification or training in finance and/or accounting		√	Application Form
Educated to A Level or equivalent (or above)		√	Application Form
<b>Experience:</b>			
Proven track record in financial administration	√		Application Form; Interview
Line management		√	Application Form; Interview
Negotiating and/or supervising contracts		√	Application Form; Interview
Experience in a range of ICT packages	√		Application Form; Interview
Working knowledge of SIMS, FMS, HCSS Accounting, online banking and parent payment systems		√	Application Form; Interview
Working knowledge of processes, procedures and systems within an educational environment		√	Application Form; Interview
Customer focused environment	√		Application Form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Excellent planning and organisational skills	√		Application Form; Interview;
Excellent communication skills	√		Application Form; Interview
Ability to work under pressure and meet deadlines	√		Application Form; Interview
Excellent analytical and reporting skills	√		Application Form; Interview
Highly motivated and enthusiastic	√		Application Form; Interview

High expectations of self	√		Application Form; Interview
High professional standards	√		Application Form; Interview
Ability to work unsupervised & manage own time effectively	√		Application Form; Interview;
Attentive to detail	√		Application Form; Interview
Ability to use initiative to solve problems and get results	√		Interview
Flexible and adaptable approach	√		Application Form; Interview
Willingness to participate in training/ development as/when identified by line manager	√		Interview
Evidence of continuing professional development		√	Application Form; Interview
Ability to work effectively as a member of a team	√		Application Form; Interview
Understanding of safeguarding issues and promoting the welfare of children and young people	√		Interview
Suitability to work with children	√		Interview; References

Newton Abbot College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.