

### Person Specification- Purchase Ledger Clerk

	Essential	Desirable
<b>Experience &amp; Qualifications</b>		
Worked in a Finance Department	✓	
Purchase ledger experience	✓	
Worked in an education environment		✓
Worked with computerised finance systems	✓	
Worked with PSF finance system		✓
Used spreadsheets extensively (Advanced Microsoft Excel spreadsheet skills)		✓
Bookkeeping and accounting qualification to NVQ4		✓
<b>Organisation</b>		
Logical and process driven mind-set	✓	
Excellent time management skills	✓	
Effective organisational skills	✓	
Ability to work under pressure and to strict deadlines	✓	
Ability to prioritise tasks	✓	
<b>Personal Attributes</b>		
Excellent attention to detail	✓	
Ability to work flexibly and self sufficiently	✓	
Ability to work collaboratively with colleagues	✓	
Good written and verbal communication	✓	
Be adaptable and supportive to other members in the team	✓	
Ability to use own initiative	✓	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Safeguarding and Child Protection policy and the Staff Code of Conduct	✓	

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.