



PERSON SPECIFICATION

Finance & Payroll Assistant and Administrative Support for Chief Operating Officer

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge and Skills	<ul style="list-style-type: none">• Proficiency in Microsoft Excel and Word• Good written and oral communication skills• Good organisational skills• Good time management	<ul style="list-style-type: none">• Working knowledge of computerised finance systems and controls• Basic understanding of accounting and payroll principles	<ul style="list-style-type: none">• Application/Task• Application• Application/Task• Application/Interview
Experience	<ul style="list-style-type: none">• Working in a financial/payroll environment• Planning own workload to meet deadlines• Developing and administering procedures and systems	<ul style="list-style-type: none">• Experience of working in a School or other educational setting• Experience of working in a similar role• PA experience	<ul style="list-style-type: none">• Application• Application• Application
Qualifications	<ul style="list-style-type: none">• Good standard of education including GCSE English and Mathematics (Grade C or above) or equivalent• Hold or be studying towards a finance related qualification		<ul style="list-style-type: none">• Application• Application
Other	<ul style="list-style-type: none">• Ability to work effectively under pressure and meet deadlines• Ability to work as part of a team• Be proactive in undertaking further professional development		<ul style="list-style-type: none">• Interview• Interview• Application/Interview