**FINANCE AND PAYROLL ADMINISTRATOR - PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Education and qualifications** | **Education to GCSE standard with a minimum of 5 passes at GCSE (A\* - C including English and mathematics or equivalent qualifications).** | **Qualifications in relevant payroll software** |
| **Experience** | **Previous payroll and administrative experience** | **Experience in a financial environment**  **Experience in a school environment** |
| **ICT Skills** | **Ability to use computers, competent in using Microsoft Word and Excel and payroll software** | **Some experience in SAGE 50** |
| **Personal Qualities** | **Well organised and capable of showing excellent attention to detail**  **Good interpersonal skills**  **Able to work under pressure**  **Able to work as part of a team and be flexible**  **A commitment to quality and continuous improvement** |  |
| **Communication Skills** | **Able to communicate effectively verbally and in writing** |  |
| **Development and Training** | **Willingness to undertake further work-related training** |  |

All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received.

Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.