**Accounts and Administrative Assistant**

**Person Specification**

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| **Essential** | **Desirable** |
| **Qualifications and Experience*** Previous bookkeeping/accounting experience
* Experience working in a busy office
* Minimum GCSE (Grade 9 - 5) or equivalent in English or Maths
 | **Qualifications and Experience*** Accounting/Bookkeeping related qualification
* Experience in working in a school or similar environment
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| **Knowledge and Skills*** Ability to work constructively on your own as well as part of a team, understanding school roles and responsibilities
* Good communication skills
* Good standard of numeracy and literacy
* Ability to proficiently use accounting software, including Word, Excel, PowerPoint and Outlook
* Ability to maintain accurate records
* Ability to deal with confidential data and other matters
 | **Knowledge and Skills*** Working knowledge of a school management information system
* Working knowledge of Payroll and Pension procedures
* Working knowledge of Sage 50 Accounts Professional
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