**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 |
| **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 |