**Purchase Ledger Officer Person Specification**

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| **Job Title: Purchase Ledger Officer** |
|  | **Essential** | **Desirable** |
| **Education and Training** |
| Level 2 Maths and English | √ |  |
| **Professional Experience**  |
| Experience of working within the education or charity sector |  | √ |
| Experience of working within a Finance Department | √ |  |
| Experience of PSF | √ |  |
| Knowledge and Skills |  |  |
| Customer focused and able to deliver to tight deadlines | √ |  |
| Accuracy and attention to detail | √ |  |
| Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role | √ |  |
| Personal Attributes |
| Positive and solution focused with a flexible approach to work | √ |  |
| High levels of integrity, able to ensure confidentiality | √ |  |
| Good communicator both orally and in writing  | √ |  |
| A commitment to safeguarding, promoting welfare of children and young people | √ |  |
| Interest in own personal development and a willingness to undertake further training | √ |  |
| 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.