



HATTON ACADEMIES TRUST

PERSON SPECIFICATION

Post Title: Finance Administrator

Grade: NJC Scale Point 15 to 18

Education and Qualifications

Essential Criteria	Desirable Criteria
<p>GCSE (or equivalent) in English and Maths</p> <p>Competent on using various IT packages (including Microsoft Word, Excel and databases).</p> <p>Proven competency on using Financial and General Ledger systems within the past 2 years (e.g. sage)</p>	

Knowledge / Skills

Essential Criteria	Desirable Criteria
<p>Recent experience of working in a finance department</p> <p>Working knowledge of the principles of double entry bookkeeping</p> <p>Good mathematical and financial problem solving skills</p> <p>Excellent written and oral communication skills.</p> <p>Good interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels.</p> <p>The ability to identify work priorities and manage the given workload to meet deadlines.</p> <p>Excellent telephone manner and verbal communication skills</p>	<p>Experience of working in finance departments supporting schools (e.g. in a school or a local authority)</p>

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

Able to work using own initiative, be pro-active and follow direct guidance from the line managers	
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Attitude

Essential Criteria	Desirable Criteria
<p>Reliable and flexible in order to maintain the consistency of expectations and meet standards and deadlines.</p> <p>The ability to work effectively as a part of a team.</p> <p>Commitment to deliver a first class service to internal and external customers.</p> <p>Willingness to undertake training and personal development.</p> <p>Must be suitable to work with children.</p>	