



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>

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>	