

Person Specification

Job Title: Finance Administrator

Qualifications and experience	Essential (E)	Desirable (D)
Minimum 5 years experience in bookkeeping to trial balance	E	
AAT Qualified or qualified by experience	E	
Sound knowledge and ability in double entry and reconciliations	E	
Experience with SAGE accounting software	E	
Expert IT skills and Microsoft Office	E	
Experience in working within the education sector		D
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as HMRC. requirements, Charities SORP		D
Skills and Abilities		
Strong verbal and written communication skills, in person, over the telephone and via email	E	
Ability to plan, organise and prioritise workload	E	
Ability to work on own initiative as well as work in a team	E	
Punctual and be able to work to deadlines	E	
Personal Qualities		
Ability to interact and work collaboratively with others in a supportive and participative manner	E	
Flexibility and adaptability to changing situations	E	
Highly organized	E	
Commitment to rigorously following regulatory policies and guidelines	E	
Comfortable with liaising with people from differing organisations and countries	E	
High standards of professionalism, honesty and confidentiality	E	