



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Finance and Administration Officer (Westoe Crown Primary School)

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ4 in Business Administration or equivalent Finance qualification</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of post-qualification continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a senior admin role in a comparable organisation</li> <li>Experience of IT packages including word, excel and computerised accountancy systems, etc</li> <li>Experience of designing and developing administrative and organisational systems</li> <li>Experience of managing budgets/financial forecasts and action planning</li> <li>Experience of analysing and evaluating data</li> <li>Manage all financial administration procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an administrative role in a school/educational establishment using financial accounting systems</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of specialist ICT packages</li> <li>Excellent communication skills, both written and verbal including presenting financial analyses</li> <li>Excellent attention to detail</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Adaptability/flexibility in changing circumstances</li> <li>Work collectively as part of a team</li> <li>Ability to self-evaluate learning needs and seek learning opportunities</li> <li>Willing to participate in training and development</li> <li>Flexible approach to work</li> <li>Committed to the principles of Equality and Diversity</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Quality Assurance Systems</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>DBS check</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>Supporting documentation should be no more than 2 sides of A4 paper, arial font size 12</li></ul>		<ul style="list-style-type: none"><li>Application form</li></ul>
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