

**PERSON SPECIFICATION**

**Job Title:****Finance & Accounts Officer Grade: H (Pt 23-25)**

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| Skills/Knowledge | **Essential** | **Desirable** | **Assessment** |
| 1. Knowledge of SAGE Financial Management System. | ✓ |  | Interview/ Application Form |
| 2. Knowledge of accounting practices and procedures. | ✓ |  | Interview/ Application Form |
| 3. Knowledge of salary and payroll systems. |  | ✓ | Interview/ Application Form |
| 4. Good numeracy, literacy and ICT skills. | ✓ |  | Interview/ Application Form |
| 5. Ability to work to a high standard of accuracy. | ✓ |  | Interview/ Application Form |
| **Experience / Qualifications** |
| 6. 5 GCSEs incl. Maths & English (Grades A to C) | ✓ |  | Interview/ Application Form |
| 7. Actively studying an accountancy qualification or able to demonstrate a good working knowledge from previous experience. | ✓ |  | Interview/ Application Form |
| 8. Previous experience of working with SAGE financial accounting systems. | ✓ |  | Interview/ Application Form |
| 9. Previous experience of working in an educational environment. |  | ✓ | Interview/ Application Form |
| 10. Ability to take ownership of tasks and work on own initiative. | ✓ |  | Interview/ Application Form |
| 11. Knowledge and experience of Microsoft packages. | ✓ |  | Interview/ Application Form |
| **Work Related Circumstances** |
| Able to adopt flexible working practices and work as part of a team. | ✓ |  | Interview/Application Form |

Please note appointment to the post is subject to Criminal Records Bureau (CRB) check