

Person Specification – Finance Administrator (FAD)

No.	Area	Essential	Desirable
<b>1</b>	<b>Qualifications and Training</b>		
1.1	GCSE (grade C or above) in English and Maths or equivalent	✓	
1.2	Appropriate finance qualification e.g. AAT		✓
1.3	Commitment to ongoing training and professional learning	✓	
<b>2</b>	<b>Experience</b>		
2.1	Experience of undertaking bookkeeping		✓
2.2	Using a financial package		✓
2.3	Experience of working with Sage		✓
2.4	Competent user of IT including word and excel	✓	
2.5	Maintaining databases, filing systems, spreadsheets	✓	
<b>3</b>	<b>Knowledge</b>		
3.1	Good grasp of accounting entries and postings		✓
3.2	Understanding of the trial balance and control accounts		✓
3.3	Understanding of and sensitivity towards church school principles	✓	
3.4	Understand the principles of and need for safeguarding	✓	
<b>4</b>	<b>Skills</b>		
4.1	Able to work on own initiative	✓	
4.2	Able to develop effective admin systems		✓
4.3	Excellent written and verbal communicator	✓	
4.4	Able prioritise and work to tight deadlines	✓	
4.5	Excellent interpersonal skills, to both internal and external individuals	✓	
<b>5</b>	<b>Other</b>		
5.1	Ability to work successfully as a member of a team	✓	
5.2	Willingness to contribute in whatever way to the success of the organisation	✓	