



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Person Specification: Finance Administrator (AAAE5099)

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> • Good level of general education – a minimum of 5 GCSE's (A-C) or equivalent including Maths and English. • DBS clearance. 	<ul style="list-style-type: none"> • AAT or equivalent qualification • Understanding of accounting principles 	Application
Relevant Experience	<ul style="list-style-type: none"> • Evidence of ability to form professional relationships with both students and colleagues. • Previous experience of working in a Finance, Banking or school finance / administration environment. • Experience of computer-based accounting systems. 		Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of MS Office including Word and Excel. • Good communication skills. • Good knowledge of Finance and accounting. 	<ul style="list-style-type: none"> • Knowledge of School ICT programmes, including Access Financials and School Cash Office. 	Application References Interview
Personal Qualities	<ul style="list-style-type: none"> • To be able to work as part of a team and build positive relationships. • An ability to take initiative and seek advice where appropriate. • The ability to work under pressure and handle large workload. • Self-motivated with the ability to meet deadlines. • Accurate with an attention to detail. • Energy and enthusiasm with a flexible approach to work. • Able to process high volumes of repetitive work (purchase orders and invoices) • Commitment to safeguarding and promoting the welfare of children and young people. • A commitment to continue own personal development. 		References Interview