**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | **Finance Administrator** | **Job ref no:** | **ISD-0308-24** |
| **Grade:** | 4 | **Department:** | **ISD** |
| **Accountable to:** | Director of Infrastructure | **Responsible for:** | **N/A** |
| **PS created by/ or reviewed by:** | **Sally Burton** | **Date PS created/ reviewed:** | **28/08/2024** |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| Knowledge and Experience | Administrative experience  Hold a Finance qualification e.g. AAT or equivalent experience within the finance sector.  High degree of computer literacy  Experience of providing administrative support | Experience of working within Education  Experience of using an Enterprise Service Desk Tool |
| Teamwork | Ability to work effectively either as part of a team and on own initiative. |  |
| Planning and organising | Ability to demonstrate time management skills by prioritising own workloads and activities and to be flexible according to the demands of the service and to meet required deadlines.  Proactive and flexible approach to investigating customer needs and planning the best solution for all stakeholders  Meticulous with an eye for detail |  |
| Communication | Ability to communicate clearly and effectively with a range of end users.  Proven ability to provide timely and accurate reports both verbally and in writing. |  |