



PERSON SPECIFICATION

JOB TITLE	Finance Administrator
DEPARTMENT	Accounts

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • GCSE English Grade C or equivalent • GCSE Maths Grade C or equivalent • AAT Level 2 or above 	* *	*
EXPERIENCE:		
<ul style="list-style-type: none"> • Experience of payroll and financial systems and controls • Experience of small business accounting; • Experience of working in school finance • Basic accounting knowledge 	* *	* *
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Be able to comply with policies and procedures related to child protection and health and safety • Excellent skills in oral and written communication • Knowledge of Microsoft office and in particular word and excel • Have an excellent standard of numeracy • Knowledge of PASS for Windows (Finance MIS) and ISAMS (Academic MIS) • Be able to maintain confidentiality when dealing with data of a personal and/or commercially confidential nature; • Be able to work within time constraints and prioritise tasks; • Have a high level of attention to detail and accuracy; 	* * * * * * *	*
APTITUDES:		
<ul style="list-style-type: none"> • An appreciation of the School, its ethos, tradition and history. 	*	



<ul style="list-style-type: none">• The ability to remain calm under pressure• The ability to multitask and not to be phased when unexpected tasks land on your desk• Be able to work on your own initiative, as well as part of a busy team;• Discretion and tactfulness	<ul style="list-style-type: none">****	
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St Aubyn's School has an exciting opportunity for an experienced individual to work within one of the largest Prep Schools in the country, providing support to the Bursar and the School in all financial matters. We are looking for someone who is fully committed to working in a front line role, providing excellent customer service.

The successful candidate will relish working in a busy department and will have proven ability to see tasks through to completion. The ability to remain calm under pressure is key, as is a willingness to learn and be able to communicate effectively and confidently.

The Finance Assistant will be a key member of school support staff and will liaise regularly with the Bursar, Senior Management Team and Heads of Department. This is a permanent, 52 weeks per annum, position and the successful candidate will work 35 hours per week, 5 days a week. Two weeks holiday is allocated at Christmas (when the School closes) and a further 5 weeks holiday, plus bank holidays can be taken during school holidays. Benefits include a contributory pension scheme, breakfast and lunch in term time, free parking and a school fee discount after 1 years service (subject to meeting the Schools admission criteria). Salary will be in accordance with the successful candidate's level of experience and expertise.

The School is a Charitable Trust and a company limited by guarantee.