

Essential	Desirable	Evidence
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and mathematics. • Experience of working in a busy office environment. • Previous finance/accounting and administration experience [at least one year]. 	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Finance/accounting qualification • Experience working for a school/academy trust 	<p>Application form Interview Certificates</p>
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Intermediary/Advance Microsoft skills • Excellent standard of numeracy and literacy skills • Excellent written and verbal communication skills • Ability to work as part of a small team • Ability to maintain accurate records and filing systems • Ability to deal with confidential information appropriately • Ability to take accurate meeting minutes 	<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Experience working with PS Financials • Working knowledge of relevant policies and regulations (e.g. academies financial handbook) 	<p>Application form Interview</p>
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Excellent organisational skills • Able to take direction and work collaboratively with the FD and other team members • Able to work flexibly when required to meet deadlines/respond to unplanned situations • Desire to enhance and develop skills and knowledge through CPD 		