



COMPASS EDUCATION TRUST LTD.

PERSON SPECIFICATION

Finance Administrator

Category	Essential	Desirable
Application	<ul style="list-style-type: none">• A well-structured application• Suitable references	
Qualifications	<ul style="list-style-type: none">• GCSE A-C or equivalent in Maths• GCSE A-C or equivalent in English	<ul style="list-style-type: none">• Finance or accountancy qualification
Experience	<ul style="list-style-type: none">• Finance or accounting knowledge and experience• Previous experience in a similar role• Understanding of financial regulations and internal control procedures• Intermediate Excel skills• Experience using financial software	<ul style="list-style-type: none">• Currently working in a school• Use of PS financial software desirable (but not essential as training will be given)• Previous experience working with SIMs• Previous experience working with ParentPay
Professional Development	<ul style="list-style-type: none">• Willingness to undergo training as and when necessary	
Skills	<ul style="list-style-type: none">• Good organisational skills and able to manage own time effectively• Ability to communicate clearly and sensitively in writing and orally to a variety of audiences• Ability to produce accurate work to tight deadlines under pressure	
Special Knowledge	<ul style="list-style-type: none">• Good to excellent IT skills including Microsoft excel and experience of using accounting / financial software• An understanding of VAT calculations on invoices	<ul style="list-style-type: none">• Understand and implement safeguarding procedures (training will be given)
Personal Attributes	<ul style="list-style-type: none">• Must hold a driving licence and have use of own car• Flexibility on working pattern over the two schools	