

	Essential	Desirable	Method of Assessment
Qualifications	- GCSE A*- C in Maths and English (or equivalent). - Good standard of general education. - Competent in the use of Microsoft Office applications, particularly Excel. - AAT level 2 or Level 3 qualification (or willing to work towards and achieve).	Evidence of relevant training and continuous professional development.	Application Form Certificates
Experience	- Experience of working with computerised systems and databases. - Experience of maintaining accurate records and documentation. - Understanding of data protection, confidentiality and record management requirements. - Knowledge of customer service principles. - Understanding of the importance of financial accuracy and attention to detail.	- Experience of processing financial transactions accurately. - Experience of financial systems such as IRIS Financials, Access Education Finance, Sage or similar.	Application Form Work Related Task Interview References
Knowledge, skills and attributes	- Excellent numerical and data-entry skills. - High level of accuracy and attention to detail. - Ability to organise and prioritise own workload effectively. - Strong written and verbal communication skills. - Ability to work independently and as part of a team. - Good interpersonal skills and ability to build effective working relationships. - Competent user of Microsoft Excel, Word and Outlook. - Ability to maintain confidentiality and handle sensitive information appropriately.	- Ability to analyse financial information and identify discrepancies. - Commitment to continuous learning and improvement.	Application Form Interview References

	• Ability to work to deadlines and manage competing priorities. • Honest, trustworthy and professional. • Positive and proactive approach to work. • Reliable and well organised. • Friendly and approachable with positive attitude to work. • Flexible and adaptable to changing priorities. • Commitment to high standards of service and accuracy. • Strong sense of accountability and responsibility. • Able to maintain a positive attitude and demeanour when working to deadlines or under time pressure. • Enthusiasm for supporting educational outcomes through effective financial administration. • Commitment to the vision and values of the Trust.		
Specific Requirements	• Able to work across academies within the trust and ability to travel between trust sites independently. • Willingness to participate in training and personal development programmes. • Able to promote the schools and the trust directly and through modelling high standards. • Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.		Application Form Interview References