

**Person Specification**

**Post: HR & Finance Officer.**

| **Attributes** | **Essential** | **Desirable** | How identified |
| --- | --- | --- | --- |
| Qualifications | * NVQ level 3 in Payroll / Pensions / Business Admin or equivalent experience gained through work experience * Minimum 5 GCSEs (Grade C/4) or equivalent qualification | * AAT NVQ Level 2 or equivalent experience gained through work experience | Application  Certification |
| Experience | * Values driven * Working in fast-paced general administration role * Fully conversant with current regulations and processing requirements * Maintaining a consistent and positive solution-focused approach to problem solving * Flexible approach to working | * Dealing with payroll, pension and finance queries * Working in an educational setting | Application  Interview |
| Knowledge and Skills | * Ability to use HR, payroll and finance systems and be able to apply transferable skills to another similar system * Solution focused approach to work * Ability to communicate effectively with confidentiality at all levels * Understanding of and commitment to high levels of service * Ability to prioritise work, coping with competing demands * Commitment to safeguarding | * Ability to accurately input, update and maintain people information systems * Ability to accurately input, updated and maintain finance systems | Application  Interview  References |
| Character | * Strong moral purpose and drive for improvement * Humble and kind * Motivated, enthusiastic and flexible * Excellent interpersonal skills * Good sense of humour * Desire to develop yourself * Ability to give, receive and act on feedback * Strong attention to detail * Ability to work under pressure |  | Application  Interview  References |