

**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
 | ApplicationInterview |
| 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
 | ApplicationInterviewReferences |
| 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
 |  | ApplicationInterviewReferences |