## PERSON SPECIFICATION

**Essential**

* Good understanding of SIMS FMS including BACS payments, petty cash journals, invoice processing, income processing etc)
* Experience in Word, Excel to intermediate / advanced level.
* Experience of using Microsoft Outlook
* Ability to work as part of a team or on own initiative.
* Attention to detail
* Good understanding of the scheme of financial delegations.
* Ability to develop and maintain good relationships with colleagues and external organisations.
* Able to deliver an exceptional service and communicate well using clear and defined processes whilst remaining flexible and using discretion.
* A “can do” attitude with a flexible approach to activities and hours of work.
* Willingness to learn new processes and procedures.
* Proactive self-starter who has an organised approach.

**Desirable**

* Financial qualification eg NVQ level 3 or equivalent by experience
* Experience of working in a school