



Person Specification

Finance Administrator

The Person Specification defines the required qualifications, knowledge, skills and qualities of staff sought by the Minster Trust for Education to carry out this role.

All members of staff employed by MITRE must support and promote the Trust's aims:

1. Raising the aspiration of all within MITRE to achieve the very best for all members of its learning communities.
2. Working within MITRE and with the wider community to design and deliver an inclusive, innovative and stimulating curriculum for children.
3. Creating a culture and environment where safeguarding and wellbeing are paramount.
4. Developing and nurturing a collective approach to raising achievement through appropriate challenge and support and a commitment to early intervention.
5. Providing a teaching and learning environment and culture where all feel safe to take measured risks in order to learn and grow.
6. Equipping and developing all professionals engaged in delivering the curriculum with excellent knowledge and skills, through high quality leadership and management so that we grow highly effective staff at all levels to ensure there is strength across the Trust.
7. Sharing our teaching and learning environments whilst enabling each school to develop its own culture, beliefs and ethos as appropriate within the overall MITRE framework.
8. Maximising opportunities to share outstanding resources that underpin the teaching and learning environments across MITRE.
9. Creating development plans (Trust and school) to support the strategic vision which is agreed, shared and consistently applied across MITRE.
10. Ensuring Church Schools are run in accordance with the principles and practices of the Church of England.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*



	<i>Essential</i>	<i>Desirable</i>
Qualifications and Training	<ul style="list-style-type: none"> Evidence of sound level of general education, including GCSE English and Maths (A*-C) or equivalent (Level 2 Basic Skills Literacy/Numeracy). (W, D) 	<ul style="list-style-type: none"> Bookkeeping/Finance/Accounting certificate (W, D)
Knowledge, Experience and Skills	<ul style="list-style-type: none"> Experience and a proven ability to use a variety of computer applications, in particular Microsoft Office (W, D, I) Experience working on your own initiative and managing your own workload (W) Experience prioritising and working to deadlines in a busy and much interrupted environment (W) 	<ul style="list-style-type: none"> Experience of working in an education environment in a finance role (W) Experience maintaining data on Excel Spreadsheets (W) Experience of working in a busy financial environment (W) Previous experience as a Finance Officer, Finance Assistant or similar role (W) Experience with online banking and payment systems (W) Familiar with purchase order and sales order procedures
Qualities and Attributes	<ul style="list-style-type: none"> Ability to communicate effectively both written and orally (W, I) Ability to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure (W, I) An understanding of the confidential nature of aspects of the role (I) Methodical approach to work tasks with key emphasis on accuracy and attention to detail (I) Ability to set and maintain high standards (I) Excellent data input skills (I, T) Sound understanding of confidentiality issues. (I) Excellent oral and written communication skills with the ability to communicate at all levels using diplomacy and discretion as required. (I) Ability to work effectively within a team environment. (I) 	<ul style="list-style-type: none"> Knowledge of financial regulations (I) Working knowledge of financial administration (A, I) Knowledge of the Academies Financial Handbook (I) Working knowledge of the ESFA funding incomes (I) Positive problem-solving attitude. (I)



	<ul style="list-style-type: none"> • Ability to build effective working relationships with colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues, students and visitors. (W, I) • Outstanding inter-personal skills and a professional manner. (I) • possessing a positive and flexible attitude to requests. (I) • Ability to promote a positive ethos and role model positive attributes(I) • Positive 'can do' troubleshooting attitude. (I) • Flexible approach to work with a co-operative and helpful demeanour (I) 	
<p>Equal Opportunities and Safeguarding</p>	<ul style="list-style-type: none"> • Commitment to equal opportunities. (I) • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct. (I) • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice. (I) 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)