

## Person Specification:

Skillset:	Essential	Desirable
Understand how to use AND create Excel spreadsheets	✓	
Experience in the use of FMS (Financial Management System), including, but not limited to: <ul style="list-style-type: none"><li>• Manual journal processing</li><li>• Bank reconciliation</li><li>• Month end reports</li><li>• Cheque processing</li></ul>	✓	
Experience of processing orders and invoices, including cost centre allocations	✓	
Handling and banking of cash and monitoring of school fund		✓
Have an understanding of school's budget management systems		✓