

PERSON SPECIFICATION- Accounts Clerk

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential/Desirable	How Identified
<input type="checkbox"/> A good standard of education including English and Maths	D	Application form/Interview/ Task (if applicable)
Knowledge & Experience	Essential/Desirable	How Identified
<input type="checkbox"/> Ability to accurately process and evaluate large volumes of financial information	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Experience in dealing with customers (both internal and external)	E	
<input type="checkbox"/> Previous experience working in an accounting environment with financial duties	E	
<input type="checkbox"/> Knowledge of month end routines including accruals	D	
<input type="checkbox"/> Finance experience gained in a Multi Academy Trust / School or education setting	D	
Skills & Key Criteria	Essential/Desirable	How Identified
<input type="checkbox"/> Excellent communication (both written and verbal) and negotiation skills	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Highly organised and the ability to prioritise workload and meet deadlines	E	
<input type="checkbox"/> Experience of using an accounting software	E	
<input type="checkbox"/> Computer literate with an in-depth working knowledge of Microsoft Excel, Word and Outlook	E	
<input type="checkbox"/> Ability to work as part of a team or on own initiative	E	
<input type="checkbox"/> Ability to maintain confidentiality	E	
Personal Attributes	Essential/Desirable	How Identified
<input type="checkbox"/> A supportive and co-operative team member	E	Application form/Interview/
<input type="checkbox"/> Standards driven	E	
<input type="checkbox"/> Flexible and adaptable	E	

<input type="checkbox"/> A positive attitude and commitment to equality	E	Task (if applicable)
<input type="checkbox"/> Highly motivated, showing resilience and reliability	E	
<input type="checkbox"/> Ability to work outside normal academy hours in line with academy and community needs	E	
<input type="checkbox"/> Ability to manage own time well to meet competing demands	E	
Equal Opportunities	Essential/Desirable	How Identified
<input type="checkbox"/> Candidates should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Commitment to equal opportunities policies relating to gender, race and disability in an educational context	E	
Safeguarding	Essential/Desirable	How Identified
<input type="checkbox"/> Commitment to the protection and safeguarding of children and young people	E	Application form/Interview/ Task (if applicable)
<input type="checkbox"/> Has up to date knowledge of relevant legislation and guidance in relation to working with young people	D	