

**PERSON SPECIFICATION**

Job Title: Finance Business Administrator

Grade: Single Status Grade 7

Responsible to: School Business Manager (SBM)

Responsible for: Supporting the SBM with the financial administration of the school

1. Qualifications & Training

Criteria	Essential / Desirable
Good standard of general education, including GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above	E
Relevant vocational qualification in finance, bookkeeping, or business administration (e.g., AAT Level 2/3, NVQ Level 3)	D

2. Knowledge & Experience

Criteria	Essential / Desirable
Experience working within a finance, bookkeeping, or administrative environment	E
Experience working within a school	D
Experience processing purchase orders, supplier invoices, sales invoices, and bank reconciliations	E
Experience using finance software databases (experience with Access finance systems is desirable)	E

Criteria	Essential / Desirable
Experience managing compliance processes, registers, or policy reviews (e.g., Asset Registers, Risk Assessments, Contract Registers)	D
Experience handling cash counting, banking processes, and income reconciliation	D
Knowledge or experience of school-specific finance platforms (e.g., ParentPay) and school funding/letting procedures	D

3. Skills & Abilities

Criteria	Essential / Desirable
Numerical Accuracy & Precision: Exceptional attention to detail when processing financial data, checking claims, and reconciling statements	E
Organisation & Time Management: Ability to prioritise a varied workload, manage multiple annual recurring processes, and meet strict financial deadlines	E
Communication Skills: Excellent written and verbal communication skills for liaising with suppliers, staff, lettings clients, and external stakeholders	E
Problem-Solving & Query Resolution: Strong analytical skills to investigate and resolve invoice queries, late payments, and statement discrepancies	E
IT Literacy: Proficient in Microsoft Office/Google (particularly Excel and Word), email management systems, and electronic file storage	E

Criteria	Essential / Desirable
Proactive Compliance Management: Ability to track contract/SLA renewal dates, enforce policy compliance, and follow up on missing documentation	D

4. Personal Attributes & Work Style

Criteria	Essential / Desirable
High level of integrity, discretion, and confidentiality when handling sensitive financial and personal data	E
Methodical, thorough, and structured approach to record-keeping and archiving	E
Ability to work independently with minimal supervision while knowing when to escalate matters to the School Business Manager (SBM)	E
Collaborative team player willing to liaise across departments (e.g., Premises Team, Senior Leadership, Governors)	E

5. Special Conditions / Requirements

Criteria	Essential / Desirable
Willingness to participate in further training and developmental opportunities offered by the school and trust	E
Ability to demonstrate commitment to Equal Opportunities	E

Criteria	Essential / Desirable
Commitment to safeguarding and promoting the welfare of children and young people	E