Personnel Specification

Title: Finance Administrator

Essential Criteria
At the closing date applicants must have:
• 5 GCSE’s at Grade C or above (or equivalent).
• One years’ experience of working in an office-based role.*
• Experience of working with Microsoft Office packages.

* interest in an apprenticeship role would be considered in lieu of work experience

Desirable Criteria
• Use of computerised accounting system.
• Familiarity with Excel.

For those candidates who meet the essential criteria the following competencies will be assessed through a competency based interview and a range of tasks.

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<tr>
<th>Leadership</th>
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<tr>
<td><strong>Leadership</strong></td>
<td><strong>Leads, involves and motivates others.</strong>&lt;br&gt;Actively encourages others to work towards a common goal.</td>
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<td><strong>Role model</strong></td>
<td>• Demonstrates professional boundaries in specialist area of work.</td>
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<td><strong>Decision making and problem solving</strong></td>
<td>• Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome.</td>
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<td><strong>Coaching and mentoring</strong></td>
<td>• Listening &amp; responding effectively using substantiated evidence and advice, utilising a professional direct approach.</td>
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<th>Social Emotional Intelligence</th>
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<td>Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling.</td>
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| **Communication** | • Uses clear positive communication both within and outside the organisation and at all levels.  
• Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills. |
| **Interpersonal Skills** | • Demonstrates resilience, perseverance and positivity with stakeholders. |
| **Team work** | • The ability to work in a team and co-operation with other team members. |

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<th>Technical Competence</th>
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<td><strong>Technical Competence</strong></td>
<td>Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity.</td>
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<tr>
<td><strong>Plan and prioritise</strong></td>
<td>• Demonstrable ability to multi-task, work to deadlines and use initiative.</td>
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<tr>
<td><strong>IT</strong></td>
<td>• Uses a range of IT systems and programmes with efficiency and impact.</td>
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Commitment to Excellence

Constantly strives to improve team performance and achievement for the organisation and within the sector. Provides exceptional service and encourages others to do the same.
Identifies actions for improvements and ways to add value to service provided to the sector.

Please note

It is the applicant’s responsibility to provide sufficient information for the application to be assessed.

Applicants should be aware that essential criteria listed above will be used for eligibility sift purposes. Should shortlisting be required some or all of the desirable criteria may also be applied.

Applications will also be considered from applicants with relevant formal qualifications considered by Early Years to be of equivalent or higher standard to those stated. If you believe your qualifications are equivalent or, higher than, those required, the onus is on you to provide the panel with details of modules studied etc. so that an informed decision can be made.