

Purchase Ledger Clerk

Person Specification

| Qualifications & Experience | Essential | Desirable |
|--|------------------|------------------|
| Good skills in basic literacy and numeracy – Grades A*-C GCSE in English and Maths | X | |
| Finance qualifications eg AAT | | X |
| Experience of creating and using existing spreadsheets using Microsoft Excel | | X |
| Experience of prioritising work to meet tight deadlines | X | |
| Experience of working with confidential information | X | |
| Previous experience of using financial management systems, including the inputting and extraction of data | X | |
| Previous experience of working in a similar role | | X |
| Skills & Knowledge | | |
| Good organisational skills | X | |
| Good attention to detail | X | |
| Good IT skills including MS Word, Excel and accounting systems | X | |
| Knowledge of PS Financials software | | X |
| Ability to work independently as well as part of a team | X | |
| Aptitude | | |
| Interest in financial administration and management | X | |
| Ability to demonstrate initiative, be proactive and offer a solution-oriented approach | X | |
| Determination and commitment to high quality standards | X | |
| Ability to establish effective working relationships with all Academy stakeholders | X | |
| Ability to prioritise work, meet deadlines and work calmly under pressure | X | |
| Self-motivation, flexibility and enthusiastic approach to work | X | |