

BALCARRAS SCHOOL

FINANCE CLERK (PURCHASE LEDGER)

PERSON SPECIFICATION

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Basic book keeping knowledge. • Working knowledge of a financial accounting package. • Educated to GSCE. 	<ul style="list-style-type: none"> • Educated to A level or similar. • ATT Level 3 or equivalent. • HNC Business & Finance.
Experience	<ul style="list-style-type: none"> • The ideal applicant must have previous purchase ledger experience. 	<ul style="list-style-type: none"> • Experience of working in an educational environment.
Skills	<ul style="list-style-type: none"> • The ability to communicate financial information clearly and concisely to a range of audiences. • Excellent IT skills relating specifically to Excel, Word and Financial Systems. • Numeracy and the ability to interpret data accurately. • Calm under pressure and able to reconcile conflicting priorities. • Fast and thorough. • Understanding of double entry book keeping and VAT accounting. 	<ul style="list-style-type: none"> • The ability to relate well to a wide range of people.
General	<ul style="list-style-type: none"> • Good communication skills written and verbal. • Ability to work to tight deadlines with the minimum of supervision. • Knowledge of accounting procedures and requirements. • Good team worker and able to appreciate the wider school concerns. • Have a flexible approach to working and a positive 'can-do' approach. 	<ul style="list-style-type: none"> • Can cope in a busy educational environment.