



Burrough Green Church of England (VC) Primary School

Finance Secretary Person Specification

We are looking for someone who:

| Requirement | Essential | Desirable |
|--------------------------|---|--|
| Qualifications | <ul style="list-style-type: none"> English and Maths to at least GCSE standard | <ul style="list-style-type: none"> Can show evidence of continuing professional development. |
| Knowledge and Experience | <ul style="list-style-type: none"> Has experience of working in a school office in a finance position. | <ul style="list-style-type: none"> Has knowledge of Orovia Has used FMS/SIMS/Bromcom Has payroll experience |
| Personal Skills | <ul style="list-style-type: none"> Shows evidence of good organisational skills, is flexible and can use initiative. Has the ability to work independently and as part of a team. Has resilience, enthusiasm, adaptability, reliability, and a sense of fun. Is able to respect confidential information. Has the ability to inspire confidence amongst parents and colleagues. Can converse at ease with, parents/carers, pupils, staff and members of the public and provide information and advice in accurate spoken English. Is able to respond creatively to new challenges. | |
| Other | <ul style="list-style-type: none"> Can fulfil the roles contained in the job description. Is able to support the Christian ethos of the school. Is able to uphold and promote our values. | |