

Office Manager Person Specification

<u>Areas of Requirement</u>	<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<u>Education and Qualifications</u>	<ul style="list-style-type: none"> • GCSE English and Maths at Grade C or above (or equivalent) • Financial qualification at NVQ Level 2 or above e.g. AAT (or a willingness to work towards this within 1 year of appointment) 	<ul style="list-style-type: none"> • CSBM or equivalent • DSBM or equivalent 	Application form and certificates
<u>Experience</u>	<ul style="list-style-type: none"> • Experience of financial management and budgeting • Experience of providing high quality financial and administrative support • Experience of using a computer-based finance package • Experience of undertaking a range of clerical and administrative duties • Experience of working in a pressurised environment with competing deadlines • Experience of HR processing tasks 	<ul style="list-style-type: none"> • Financial management in an educational setting • Experience of maintaining an online payment system • Experience of working towards audit requirements • Experience of using a HR database 	Application form and references
<u>Skills, Knowledge and Understanding</u>	<ul style="list-style-type: none"> • Knowledge of budget monitoring and account reconciliation • Data management including data protection and confidentiality • Competent user of relevant software e.g. Microsoft Office (Word, Google, Excel, Outlook) • Effective interpersonal and communication skills • Strong organisational and time-management skills and ability to work under pressure 	<ul style="list-style-type: none"> • Ability to produce financial reports • Knowledge of personnel requirements • Good computer skills e.g. ability to use mail merge functions and formula functions • Good knowledge of education and financial regulations • Understanding of safeguarding procedures 	Application form, references and interview
<u>Dispositions and Attributes</u>	<ul style="list-style-type: none"> • A positive commitment to improving practice • Ability to plan and develop efficient and effective systems • A flexible and adaptable approach to work • A calm, professional manner • A willingness to attend further professional development 		Interview and references