

Yateley Community Preschool person specification

Finance/Admin Officer

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) in Maths and English • Good working knowledge of Microsoft packages 	<ul style="list-style-type: none"> • Evidence of continuing professional development • Previous experience as payroll manager
Previous Experience	<ul style="list-style-type: none"> • General office finance administration, including answering phones, data entry, filing and data management • Skill with multitasking • Dealing with confidential information • Good organisational and administrative experience 	<ul style="list-style-type: none"> • Working knowledge of website and social media management • Experience of working within an educational environment • A willingness to assist fundraising events • Support the manager with fundraising meetings • Experience of dealing with charitable events
Professional knowledge, understanding and skills	<ul style="list-style-type: none"> • Able to learn and be adaptable to changes in procedures and technology • Proven ability to assess and react quickly to situations • Able to prioritise workloads and meet deadlines • Able to form and maintain sound working relationships with key internal and external stakeholders • Good oral and written communication skills, • Able to absorb and present information coherently and concisely • Able to communicate sensitivity and with diplomacy • Attention to detail • A commitment to helping the preschool to be successful in achieving their goals • <i>Team Working</i>: the ability to work with others to achieve shared goals 	<ul style="list-style-type: none"> • Knowledge of Child Protection and Safeguarding • Knowledge of Health and Safety • Willingness to undertake training • Able to learn and take on 'higher level' tasks • Able to be focussed but take the wider view

	<ul style="list-style-type: none"> • <i>Flexibility</i>: the ability and willingness to adapt to the needs of a situation and to change tactics as required • Self-reliant and self-motivated 	
Professional values	<ul style="list-style-type: none"> • High expectations of self • Ability to understand and consistently work within strict financial regulations, codes of conduct, policies and procedures • Conducting yourself professionally • Commitment to the personal welfare and safeguarding of children by having the ability to develop supportive and caring relationships with pupils 	
Other	<ul style="list-style-type: none"> • Able to attend ad-hoc evening meetings and other out of hours events, as required 	<ul style="list-style-type: none"> • Willingness to travel for training