

Finance/Admin Assistant - Little Green Junior School

Person Specification

Highly Desirable Requirements:

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Previous experience in a financial administration role.

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Experience processing invoices, payments, budgets or other financial transactions.

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Strong administrative skills with excellent attention to detail.

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Confident using IT applications, particularly Excel, Word and Outlook.

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Excellent customer service and telephone communication skills.

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Strong interpersonal and relationship-building abilities.

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A resilient, patient and professional approach when dealing with stakeholders.

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Ability to manage difficult conversations and challenging situations effectively.

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Excellent organisational skills and the ability to prioritise workloads.

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Ability to work independently and as part of a team.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will

be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.

This role will be reviewed annually as part of the appraisal and performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

