

NEW-BRIDGE INTEGRATED COLLEGE

EXECUTIVE OFFICER – FINANCE & ADMINISTRATION

PERSONNEL SPECIFICATION

	Essential	Desirable
1. Qualifications/ Training (assessed from application form)	2. Third level qualification (degree or equivalent) in Accountancy, Finance or Business. OR 3. At least 5 years' paid experience of working in a financial management role (planning, organising, controlling & monitoring financial resources to achieve business objectives).	1. Relevant accounting/ bookkeeping qualification e.g. IATI, CIMA. 2. Payroll qualification.
2. Experience/ knowledge (assessed from application form)	1. Competent using computer spreadsheets and databases. 2. Provide a clear written statement of how you can support the College's integrated and inclusive ethos.	1. Paid experience in a school or busy office environment. 2. Experience of using finance software. 3. Experience of exams administration. 4. Payroll experience.
3. Skills (assessed at interview stage)	1. Able to work to a high level of accuracy and presentation. 2. Ability to prioritise and organise effectively and work to tight deadlines. 3. Ability to collate and analyse data. 4. Excellent communication skills. 5. Able to work flexibly and using own initiative but also as part of a team. 6. High level of integrity and confidentiality. 7. Highly motivated.	

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since selection panels cannot make assumptions in the absence of essential information.

The selection panel may enhance the criteria prior to shortlisting.