

Accounts Administrator – PERSON SPECIFICATION

Maharishi School, Cobbs Brow Lane, Lathom, Ormskirk L40 6JJ
Telephone: 01695 729912 Web: www.maharishischool.com

REQUIREMENT	ESSENTIAL/ PREFERRED
<p>1 EDUCATION/QUALIFICATIONS</p> <ul style="list-style-type: none"> ● Good Literacy and Numeracy Skills ● Qualified to minimum AAT Level 2 or equivalent ● Proficient in Microsoft Excel, Word etc ● Finance CPD ● Working knowledge of current codes of practice, relevant procedures and legislation ● Awareness of HMRC requirements and Academies' Finance regulations 	<p>E</p> <p>E</p> <p>E</p> <p>P</p> <p>E</p> <p>P</p>
<p>2 EXPERIENCE</p> <ul style="list-style-type: none"> ● Finance/accounting and administration (2 years minimum) ● Experience of comprehensive financial software packages ● Experience of operating and monitoring budgets, and producing spreadsheet reports ● Experience of Trial Balance, P&L, Balance Sheet and double entry bookkeeping ● Experience of Sage Accounts ● Experience of education and/or charity finance ● Experience of School Information Management Systems ● Experience of Google platform 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>P</p> <p>P</p> <p>P</p> <p>P</p>
<p>3 APTITUDES AND SKILLS</p> <ul style="list-style-type: none"> ● Able to work efficiently and meticulously, maintaining a highly accurate records and filing system ● Analytical problem solver ● Able to manage competing priorities and meet deadlines ● Able to communicate effectively, verbally and in writing ● Able to treat confidential data/issues appropriately ● Able to work flexibly to meet deadlines and adapt to changing and challenging circumstances 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>4 PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> ● Able to follow direction and work with senior staff ● Desire to develop skills and knowledge through CPD ● Likes and is good with children ● Enthusiastic with a good sense of humour ● Professional, friendly manner ● Able to work both on your own and to relate well with others and work as part of a team 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<p>5 CIRCUMSTANCES</p> <ul style="list-style-type: none"> ● Supportive of Maharishi School’s aims, ethos and unique system of Consciousness-based Education ● Receipt of satisfactory enhanced DBS disclosure ● Receipt of 2 excellent references, including at least 1 professional ● Committed to safeguarding children and personal responsibility for H&S 	<p>E E E E</p>
<p>6 EQUAL OPPORTUNITIES</p> <ul style="list-style-type: none"> ● Understands and demonstrates willingness to positively promote equal opportunities outlined in School Policies 	<p>E</p>
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