

PURCHASE LEDGER ADMINISTRATOR - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Purchase Ledger Administrator Department: Finance			
Qualifications	Essential	Desirable	Method of assessment
Educated to GCSE level including Maths and English	★		Application form Interview
Experience of purchase ledger or experience of working within a finance team		★	
Skills and Experience	Essential	Desirable	Method of assessment
Excellent IT skills, especially with Google suite and Microsoft Office	★		Application form Interview References Assessment exercise
Advanced spreadsheet skills to include Microsoft Excel or Google Sheet. Knowledge of formulas and pivot tables.		★	
AAT or ACCA Qualified or Part Qualified		★	
High administrative and organisational skills	★		
Excellent attention to detail and accuracy	★		
Ability to work under own initiative with minimal supervision at times	★		
An understanding of independent schools would be useful but not essential		★	

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Personal Qualities	Essential	Desirable	Method of assessment
Comfortable with suggesting and devising new ways of working, if necessary	★		Interview Assessment exercise References
Interest in working in a school environment	★		
Ability to work under pressure	★		
Fun personality, character, hard worker, professional, patient, empathic, resilient, willingness to listen	★		
Diplomatic, calm and patient with the ability to manage challenging people	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		
Own transport - Pangbourne is in a rural location with limited public transport links	★		