



## Person Specification

- Familiar with routine financial transactions
- Experience of PS Financials (desirable)
- Three years of Purchase Ledger experience (desirable)
- Competent in Microsoft packages, particularly Excel
- Accurate and efficient
- Ability to work flexibly and prioritise
- An enthusiastic team player
- Ability to relate well to both adults and students
- An openness to new ideas
- An excellent health record

*Applications should reach the school by 9am Friday 11<sup>th</sup> April 2025. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please. We intend to interview on an application basis.*

*Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.*

*We at Beths Grammar School are committed to practice which protects children from harm. Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Beths Grammar School is committed to ensuring that all its actions in respect for a child are compatible with this aim. All positions are subject to a DBS enhanced disclosure check. Applicants must complete the school application form and in line with 'keeping children safe in education' and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. All shortlisted applicants will be required to complete a Self-Disclosure form prior to interview.*