



SEDBERGH
SCHOOL

FOUNDED 1525

PURCHASE LEDGER CLERK

PERSON SPECIFICATION

| Experience/Knowledge | Essential | Desirable |
|--|-----------|-----------|
| Experience within an office environment | | ✓ |
| Experience within a finance department | | ✓ |
| Experience within a School or similar charity environment. | | ✓ |
| Skills/Abilities | Essential | Desirable |
| The ability to work effectively in a busy team environment. | ✓ | |
| Excellent interpersonal and communication skills. | ✓ | |
| The ability to work under pressure and to deadlines. | ✓ | |
| High attention to detail and an orderly approach to processing. | ✓ | |
| Good time management and organisational skills. | ✓ | |
| The ability to prioritise. | ✓ | |
| The ability to develop effective and productive working relationships at all levels. | ✓ | |
| Good Excel skills. | | ✓ |