

PERSON SPECIFICATION

Study Supervisor with Accounts and Administrative Responsibilities

Essential Criteria:

Qualifications

Applicants must possess:

- A minimum of 5 GCSEs (or equivalent), including English Language and Mathematics at Grade C or above.

and

- An Accounting Technician (Level 4) qualification **or**
- Relevant experience in accounts payable, finance administration, bookkeeping or a similar financial role.

Experience

Applicants must demonstrate:

- Experience of working with young people in an educational, youth work, training, or similar environment.
- Experience of supervising groups and maintaining appropriate standards of behaviour and engagement.
- Experience of accounts payable, finance administration, bookkeeping or a similar financial role.
- Experience of processing invoices and maintaining accurate financial records.
- Experience of using computerised financial or management information systems.
- Experience of using Microsoft Office applications, including Excel.

Knowledge and Skills

Applicants must demonstrate:

- Ability to maintain a calm, orderly and productive learning environment.
- Strong organisational and time-management skills.
- Excellent attention to detail and numerical accuracy.
- Ability to maintain accurate financial and administrative records.
- Effective written and verbal communication skills.
- Ability to build and maintain positive working relationships with pupils, staff, and external stakeholders.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Good ICT skills.

Personal Qualities

Applicants must demonstrate:

- A professional and approachable manner.
- Reliability and flexibility.
- A conscientious approach to work.
- High standards of integrity and personal accountability.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to supporting the ethos and values of the College.

Desirable Criteria:

- Knowledge of SIMS.
- Knowledge of FMS or other financial management systems.
- Experience of working within a post-primary school environment.
- Experience of supplier reconciliations and purchase ordering processes.
- Experience of procurement and purchasing procedures.
- Experience of supporting financial audits.

- First Aid qualification or willingness to undertake relevant training.

ENHANCED SHORTLISTING CRITERIA

The Selection Panel reserves the right to apply enhanced criteria in order to facilitate a manageable shortlist.

Where necessary, preference may be given to applicants who can demonstrate:

- At least two years' experience working with young people in an educational, youth work, training, or similar environment.
- At least two years' experience in accounts payable, finance administration, bookkeeping or a similar financial role.
- Experience of processing invoices and maintaining financial records.
- Experience of reconciling supplier statements and resolving account queries.
- Experience of using computerised financial or management information systems.
- Experience of using Microsoft Excel in a work environment.
- Experience of working within a school or educational setting.

TO ALL APPLICANTS

The Board of Governors seeks to appoint an enthusiastic and committed individual who is willing and able to contribute to the ethos and enrich the experience of pupils through their involvement in the wider life of the school.

The Selection Panel reserves the right to enhance the stated criteria in order to facilitate a manageable shortlist. Applications from suitably qualified candidates may be retained for consideration should similar vacancies arise within the following twelve months. Canvassing, either directly or indirectly, will disqualify candidates.

Thornhill College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to all appropriate pre-employment checks, including an enhanced AccessNI check.

Thornhill College is an Equal Opportunities Employer.

October 2026