

# Person Specification

## Finance Assistant



|                               | <b>Essential</b>  | <b>Desirable</b>   | <b>Identified</b>                  |
|-------------------------------|---|--|------------------------------------|
| <b>Organisational fit</b>     | <p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>• working towards the Support Staff Standards</li> <li>• working towards the schools aims and objectives</li> <li>• working towards the Trust aims and objectives</li> </ul>   |  |                                    |
| <b>Education and Training</b> | <ul style="list-style-type: none"> <li>• GCSE (or equivalent) pass at grade C or above in English/literacy and Math's/numeracy</li> <li>• AAT Level 2 (highly desirable)</li> </ul>   | <ul style="list-style-type: none"> <li>• Evidence of further qualification</li> <li>• Degree</li> <li>• Budgeting and auditing</li> </ul>  | Application Form                   |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>• Experience of working in a finance role</li> <li>• Experience of working in an office environment requiring strict adherence to organisational requirements</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> <li>• Experience of dealing with difficult and sensitive situations in a professional and diplomatic manner</li> </ul>                                       | Application Form/letter/ interview |
| <b>Knowledge / skills</b>     | <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Ability to check own work</li> <li>• Excellent listening, oral and written communication skills</li> <li>• Able to work as part of a wider team</li> <li>• Ability to work on own initiative and under direction</li> <li>• Able manage workload and to agreed deadlines</li> <li>• Able to challenge non-compliance</li> <li>• Integrity and an implicit respect of confidentiality issues</li> <li>• Excellent IT skills, in particular Excel</li> <li>• A pro-active approach and is self-motivated</li> <li>• A customer focused attitude</li> <li>• A can do attitude</li> <li>• A professional and friendly disposition</li> <li>• Ability to remain impartial</li> <li>• An openness to learning and change</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and understanding of budgeting and auditing</li> <li>• Knowledge and understanding of education finance</li> <li>• Knowledge of computerised accounting systems</li> <li>• Accounting skills</li> </ul> | Letter/interview                   |

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|              |   |  |                         |
|--------------|---|--|-------------------------|
|              | <ul style="list-style-type: none"><li>• Ability to relate to and promote the ethos of the Trust</li><li>• Excellent attendance and punctuality</li></ul>  |  |                         |
| <b>Other</b> | <ul style="list-style-type: none"><li>• Ability to relate to and promote the ethos of the school</li><li>• Excellent attendance and punctuality</li><li>• Willingness to undertake training as required</li><li>• To be able to respond flexibly to the demands of the post</li></ul> |  | Interview<br>/Reference |