PERSON SPECIFICATION

## Finance and HR Assistant

|  | **Essential** | **Desirable** |
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| **Qualifications** | * Educated to GCSE level including English and Maths at grades A\*-C or equivalent | * Finance or HR qualifications |
| **Experience** | * Experience working as part of an administration team in an office environment * Experience using IT to an advanced level including Excel, Word, e-mail and MIS packages | * Experience working in an education setting * Experience of SIMS and PSF software * Processing finance paperwork following in house procedures and processes |
| **Skills / Knowledge** | * Good interpersonal skills with ability to communicate effectively with children and adults * Good organisational skills and ability to prioritise workload. * Ability to work on own initiative within set boundaries * Good written communication skills, organisation and time management skills * Ability to work collaboratively with teachers and other colleagues * Ability to work effectively in challenging circumstances |  |
| **Philosophy** | * Self-motivated and self-reliant with a readiness to seek and accept support. * Commitment to and genuine interest in the post. * Desire to continue to improve professional competency and qualifications. * Able to work in a changing environment, be open to new ideas |  |
| **Other Factors** | * A well-presented and articulate application addressing the job description. * Recognition of the need for career progression, professional development and the maintenance of a career profile in this regard. * Current First Aid Certificate | * Willingness to undertake First Aid Training |