**PERSON PROFILE**

**FINANCE & ADMINISTRATION ASSISTANT**

**SS101**

|  | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| General Qualifications & Training |  |  |  |
| GCSE English and Mathematics at level C or above (or equivalent) or evidence of a good standard of literacy / numeracy | ✓ |  | AF / D |
| A commitment to life-long learning | ✓ |  | AF / I |
| Commitment to attend appropriate training and development, taking ownership of personal development and being willing to pursue development opportunities | ✓ |  | I |
| **Experience** |  |  |  |
| Experience of working in a finance administration or similar role | ✓ |  | AF / I / R |
| Experience of working in a school environment |  | ✓ | AF / I / R |
| **Skills, Knowledge & Aptitudes** |  |  |  |
| Ability to prioritise and organise work effectively | ✓ |  | AF / I / R |
| Competent in the use of standard software applications such as Word, Excel, Outlook etc. | ✓ |  | AF / I / R |
| Knowledge of SIMS / FMS |  | ✓ | AF / I / R |
| Able to work to tight deadlines and remain calm under pressure | ✓ |  | AF / I / R |
| Good interpersonal skills – able to deal effectively and develop positive and effective working relationships with a wide range of people at all levels | ✓ |  | I / R |
| Personal Attributes |  |  |  |
| Good oral and written communication skills | ✓ |  | I / R |
| Discrete when dealing with sensitive and / or confidential matters | ✓ |  | AF / I / R |
| Flexible, and able to multi-task and adapt to changing priorities | ✓ |  | AF / I / R |
| A good team worker, whilst retaining the ability to work on own initiative when required | ✓ |  | AF / I / R |
| Listens to others’ points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, adaptable to change for improvement | ✓ |  | AF / I / R |
| Understand and respect the importance of confidentiality | ✓ |  | AF / I / R |
| **Other Requirements** |  |  |  |
| A pragmatic ‘can-do’ and flexible approach to tasks with an ability to ensure work is completed to the appropriate standards required | ✓ |  | AF / I / R |
| A good sense of humour and perspective | ✓ |  | I / R |
| Good sickness/attendance record in current/previous employment  (not including absences resulting from disability) | ✓ |  | I / R |
| No serious health problem which is likely to impact upon job performance  (which cannot be accommodated by reasonable adjustments) | ✓ |  | I / R |
| Licence to drive |  | ✓ | AF / D |
| Appointment of the successful applicant will be subject to satisfactory DBS disclosure at an enhanced level (further information can be found at www.disclosure.gov.uk). | ✓ |  | D |

**AF – Application Form I – Interview R – References D – Documents**