

A Voluntary Aided Church of England School

PERSON SPECIFICATION

Finance Assistant

Please read this Person Specification carefully, as it will be used to assess candidates as part of the shortlist and interview process. The Governors will be looking for candidates who most closely match the following:

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|  | Essential |
|  | * Experience of working in a finance role
* Experience of a word-processing package
* Experience of a database system
* Ability to work accurately, with attention to detail and logical process for forward planning

 events* Ability to follow procedures
* Flexible approach to work
* Ability to work to deadlines
* Ability to work independently but also part of a team

Desirable* Good general education
* Numeracy and literacy skills equivalent to ‘O’ level/GCSE in English and Mathematics
* Experience of Microsoft Word
* Experience of Microsoft Excel
* Experience of SIMS FMS - Finance Module of Schools’ Information Management System

 (or other finance package)* Experience of Surrey County Council financial procedures
* Book-keeping experience
* Accounts payable experience
* Revenues experience
* Petty cash experience
* School Fund package experience
* Previous experience of working in education

**The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a DBS check.** |