



Person Specification

School: Greatfields

Job title: Finance and Administration Assistant

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable	Assessment method
Qualifications and Knowledge	<ul style="list-style-type: none">GCSE C+ English and Maths (or equivalent)Proficient in the use of Microsoft Office and email	<ul style="list-style-type: none">Current first aid qualificationAn appropriate Accounting/Book keeping qualification	Evidence from application form (A), interviews (I) and references (R)
Skills	<ul style="list-style-type: none">Proven ability to work accurately to deadlinesAttention to detailExcellent written and verbal communicationWilling to go the 'extra mile' when requiredAmbitious and looking to progress in school finance		A, I, R
Experience	<ul style="list-style-type: none">Sound working knowledge of finance software and systemsUnderstanding of methods of ordering, contracts, purchasing, value for money and best value	<ul style="list-style-type: none">Experience of working in a school officeExperience of PS Financials	A, I, R

