



United Learning
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

Person Specification

Post: Finance Assistant
Responsible to: Cluster Finance Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Appropriate Finance Experience• Maths and English GCSE C or above or equivalent	<ul style="list-style-type: none">• AAT• ACCA• Administration / Customer Service
SKILLS AND ABILITY:	<ul style="list-style-type: none">• High standards of attention to detail• Ability to work to deadlines• Commitment to Finance principles• Monitoring compliance and quality• Ensuring procedures are adhered to by building a positive rapport with staff• Providing support and guidance to colleagues• Using initiative and interpreting need/issues from minimal information• Genuine ability to multitask and balance a demanding and variable workload• To be proactive, creative and resourceful with service provision• Good communication, interpersonal and liaison skills to a variety of stakeholders• Effective team working• Highly flexible• Organised and methodical manner• Excellent computer skills for accurate computer input and retrieval	<ul style="list-style-type: none">• Intermediate or Advanced use of ICT packages in Particular Focal Point and Dimensions.• Experience in use of ARBOR/SIMS information system.



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DISPOSITION/ATTITUDE:	<ul style="list-style-type: none">• Confident & professional with a good sense of humour• Resilient• Proactive & innovative• Commitment to Child Protection, Health & Safety, Equal Opportunities and safeguarding the welfare of all children	
KNOWLEDGE AND EXPERIENCE:	<ul style="list-style-type: none">• School finance systems• Producing work of a high standard and highly organised• Interacting with a wide range of people, including students• Monitoring & referring compliance and producing reports• Range of computer applications including Word, Excel and management information systems	<ul style="list-style-type: none">• Understanding workings of a school• Finance Administration systems, policies and procedures