Think Differently Education Trust
Bell Barn Road
Birmingham, B15 2AF
CEO: Hardip Bissell

PERSON SPECIFICATION

Job Title: Finance Assistant

MOA (Method of Assessment) AF: Application Form I: Interview T: Test, task or presentation

	Essential	Desirable	MOA
Qualifications and Professional Development			
GCSE English and Maths at grade C/4 or above, or equivalent	Y		AF/T
Willingness to undertake role-related training and continuing professional development	Y		AF/I
AAT qualification, or working towards an AAT qualification		Y	AF/I
Experience			
Experience of providing administrative or clerical support in a professional environment	Y		AF
Experience of processing financial information accurately, such as invoices, orders, payments, banking or reconciliations		Y	AF/I
Confident use of Microsoft Office, particularly Excel and Outlook	Y		AF
Experience of using finance, accounting or purchasing systems, such as Access, Sage or similar		Y	AF/I
Experience of working in a school, academy trust or public sector setting		Y	AF/I
Knowledge			
Understanding of basic financial administration, including purchase orders, invoices, coding, authorisation and record keeping		Y	AF/T/T
Awareness of the importance of financial controls, value for money and public accountability in a school or academy trust		Y	AFT/T
Understanding of confidentiality, data protection and secure handling of financial and personal information	Y		AF/I
Awareness of the Academy Trust Handbook and the financial responsibilities of academy trusts		Y	I
Understanding of, or commitment to learning about, the needs of pupils with SEND or medical needs		Y	I

Think Differently Education Trust
Bell Barn Road
Birmingham, B15 2AF
CEO: Hardip Bissell

Skills and Abilities			
Able to undertake basic finance calculations, check numerical information and identify errors or inconsistencies			
Able to maintain accurate financial records, filing systems and audit trails	Y		T/I
Able to follow financial procedures, including purchasing, invoice processing and authorisation processes	Y		AF/T/I
Strong attention to detail and the ability to work accurately to deadlines	Y		T/I
Effective administration, organisation and prioritisation skills	Y		AF/I
Able to communicate clearly and professionally with colleagues, suppliers, budget holders and external contacts	Y		AF
Able to work independently, use initiative and seek advice appropriately		Y	AF/I
Able to build positive working relationships and contribute to a supportive team culture		Y	I
Able to handle sensitive information with discretion and maintain confidentiality		Y	I
A commitment to continuous improvement, inclusion and high standards of professional conduct	Y		I
Other			
Flexible and willing to work across Trust sites as required	Y		I
Reliable, punctual and able to sustain a professional approach to work	Y		AF
Able to remain calm, organised and solution focused when working under pressure		Y	I
Commitment to safeguarding, equality, diversity and inclusion		Y	I
Commitment to promoting the vision, values and aims of the Trust		Y	AF/I

The Think Differently Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that this post is subject to an enhanced DBS clearance check and any offer of employment is made conditional of this. You will also be required to register and pay for the DBS update service and ensure that documentary evidence is produced to ensure annual compliance and updates. You will also be required to provide written consent for the employer to access this information at any time.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

TDET undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have.