

## Person Specification

### Assistant Finance Business Partner

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities shown below.

<b>Qualifications</b>	<b>Priority</b>
1. AAT Qualified.	1
or	
2. Qualifications in accounting equivalent to the above.	1
 <b>Abilities, Skills &amp; Knowledge</b>	
3. Significant accounting experience.	1
4. Good understanding of working within the education sector.	1
5. Proficient in Excel and other Microsoft packages.	1
6. Use of Resource/Financials Live financial package or similar.	1
7. Clear understanding of accounting tasks.	1
8. Ability to carry out financial monitoring and budget setting.	1
9. Excellent organisational skills.	1
10. Effective communication in writing and verbally.	1
11. Good interpersonal skills.	1
12. Ability to provide excellent customer service.	1
13. Discretion in handling confidential data.	1
14. Ability to work as part of a team.	1
15. Ability to use initiative and manage own workload.	1

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| 16. Ability to work under pressure to meet deadlines whilst maintaining accuracy.   | 1 |
| 17. Flexible and adaptable to change in the environment of work.  | 1 |
| 18. Knowledge of current educational issues.  | 1 |
| 19. A commitment to promote the Equality and Diversity, Safeguarding and Health and Safety Policies and other College policies. | 1 |