

Carlton le Willows Academy

Person Specification – Finance Assistant

Criteria	Essential	Desirable	How Identified
Qualifications/ knowledge and experience (relevant work and other experience)	<ul style="list-style-type: none"> • Experience of working within accounting and finance • Passes at GCSE in English and Maths • IT literate with Excel and Word 	<ul style="list-style-type: none"> • Working towards AAT qualification or similar finance qualification • Experience of working in a public sector finance role or similar • Knowledge of payroll procedures 	Application form
Personal qualities	<ul style="list-style-type: none"> • Methodical and systematic with accurate record keeping • Ability to work under pressure • Ability to be proactive and think ahead • High level of interpersonal skills with the ability to relate well to staff and students • Understanding of the need for safeguarding children • Excellent attendance record 		Application form References Interview