

## PERSON SPECIFICATION FINANCE ASSISTANT

CATEGORY	Essential	Desirable
<b>QUALIFICATIONS</b>		
GCSE English (or equivalent)	*	
GCSE Maths	*	
Accounting qualification at any level		*
<b>EXPERIENCE</b>		
IT Skills in Microsoft Office/Excel or similar	*	
Previous experience of working within a financial role		*
Previous experience of working in a school		*
<b>SKILLS</b>		
Good interpersonal and communication skills	*	
Good telephone manner	*	
Good understanding of financial accounts		*
Ability to organise and prioritise	*	
Ability to maintain resilience, understanding and positive thinking under pressure and challenge	*	
Driving licence		*
<b>QUALITIES</b>		
Ability to be an active and full member of a team	*	
Commitment to staff development	*	
Flexibility	*	
Resilience	*	
<b>APTITUDE</b>		
Empathy for young people	*	
Ability to work flexibly and under pressure	*	

**Outstanding Achievement for All**