

FINANCE ASSISTANT: PERSON SPECIFICATION

Essential	Desirable	Evidence
<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Studied to a minimum standard of GCSE [Grade A*–C] or equivalent, in English and mathematics. • Experience of working in a busy office environment. • Previous finance/accounting and administration experience [at least one year]. 	<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> • Finance/Accounting related qualifications. • Experience of working in a school or similar establishment. • Prior knowledge of working on FMS – school software 	<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s [to be available at interview]</p>
<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Ability to build and form good relationships with colleagues and students. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and suppliers/contractors. • Good standard of numeracy and literacy skills. 	<p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Working knowledge of SIMS [or insert package used by school] financial and personnel software packages. • Working knowledge of payroll/pension provision. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation - such as the Schools' Financial Value Standard. 	<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<ul style="list-style-type: none">• Ability to proficiently use office computer and finance software including word-processing, spreadsheet, database and internet systems.• Ability to absorb and understand a wide range of information.• Ability to maintain accurate records and filing systems.• Ability to deal with confidential data/issues appropriately.		

<p>Personal Qualities:</p> <ul style="list-style-type: none"> • Initiative and ability to prioritise one’s own work. • Able to follow direction and work in collaboration with line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to attend evening meetings if required. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPL. 		<p>Application Form</p> <p>Letter of Application</p> <p>References</p> <p>Interviews</p>
<p>Essential</p>	<p>Desirable</p>	<p>Evidence</p>
<ul style="list-style-type: none"> • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school’s ethos, aims and its whole community. 		