# Fronttree

**PERSON SPECIFICATION**

**FINANCE ASSISTANT**

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|  | **ESSENTIAL**  These are qualities which are required to do this job. No applicant would be considered if they did not have these. | **DESIRABLE**  These are additional qualities, which may be useful when the panel is selecting the final shortlist. | **METHOD OF ASSESSMENT** |
| Qualification | ‘A’Level or equivalent qualification | Finance, Accountancy or Bookkeeping qualification. | Application Form |
| Experience | At least a year’s experience working in a similar role within a finance team. | Experience of working in a school or educational setting. | Application Form |
| Knowledge and Understanding | Basic understanding of accounting systems |  |  |
| Skills | Strong ICT skills including Excel, Word and Outlook  An excellent telephone manner with ability to deal confidently with enquiries  Ability to manage and prioritise a wide range of duties  Good time management skills and an ability to work quickly and effectively.  Excellent interpersonal and communication skills, including the ability to establish and develop positive working relationships. |  | Application Form  References  Interview |
| Personal competencies and qualities | Able to maintain strict confidentiality.  Able to respond and adapt to changing priorities. Flexibility is key.  Self-starter and able to work on own initiative.  Integrity, stamina, enthusiasm, flexibility.  An enjoyment of working in a varied and stimulating environment. | A genuine interest in education. | Application Form  References  Interview |

***Please Note: Bute House is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before they start work at the school as well as taking up references before interview.***

***January 2020***