

# Eversfield Preparatory School



<b>Finance Assistant – person specification</b>		
<b>Education, Training and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Have at least 5 years' experience working in Finance	x	
English and Maths GCSE A-C or equivalent as minimum	x	
<b>Personal Attributes</b>		
A positive and good-humoured nature with a “can-do” attitude	x	
Ability to deal with sensitive matters professionally and confidentially	x	
Accuracy and an eye for detail	x	
Excellent interpersonal and communication skills	x	
Excellent organisational skills	x	
Ability to work on own initiative within a team environment	x	
Team player	x	
<b>Knowledge, experience, skills, and aptitudes</b>		
Purchase ledger processing	x	
Bank reconciliation and cash book transactional recording	x	
Basic payroll knowledge	x	
Basic procurement knowledge		x
Dealing with external suppliers		x
Obtaining best value for money procurement of resources		x
Excellent time management skills and ability to prioritise work effectively	x	
Strong excel skills		x
Use of accounting packages		x
Ability to generate, organise and analyse data	x	