# 87[‘#FINANCE ASSISTANT: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
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| Qualifications and Experience:* 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].
* Eligibility to work in the UK
 | Qualifications and Experience:* Finance/Accounting related qualifications.
* Experience of working in a school or similar establishment.
 | Application FormLetter of ApplicationReferencesInterviewsCertificate/s [to be available at interview]Passport/Birth Certificate to be available at interview |
| Knowledge and Skills:* 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.
* Ability to proficiently use office computer and finance software including Microsoft Office, spreadsheets, 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.
 | Knowledge and Skills:* Working knowledge of SIMS and Corero 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.
 | Application FormLetter of ApplicationReferencesInterviews |

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| Personal Qualities:* 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 CPD.
* 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.
 |  | Application FormLetter of ApplicationReferencesInterviews |