# 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 Form  Letter of Application  References  Interviews  Certificate/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 Form  Letter of Application  References  Interviews |

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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 Form  Letter of Application  References  Interviews |