

FINANCE ASSISTANT

Person Specification

Essential Qualities

- Must be numerate and analytical and with an administrative or financial background
- Proven experience of Microsoft Office packages Excel and Word
- A minimum of English Language and Maths GCE 'O' level or GCSE (grade C or above).
- Proven experience of dealing with confidential information and sensitive situations.
- Ability to communicate at ease with members of the public, parents, students, staff and visitors.
- Ability to prioritise workload and to work on own initiative.
- Calmness under pressure.
- Tact and discretion.
- Good interpersonal and communication skills.
- Confidence to deal with assertive stakeholders.
- Willingness to learn new skills.
- Adaptability to a variety of situations and personnel.
- Good sense of humour.
- Smart personal appearance.

Desirable Qualities

- Experience working in a school office environment.
- Previous experience of working with school finance software.

January 2018