

Finance Assistant Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> 5 GCSEs A*-C including English and Mathematics. 	
Experience	<ul style="list-style-type: none"> The ability to offer a wide range of skills, to cope with sudden changes of task and to prioritise personal workloads Strong analytical and organisational skills and the ability to consistently meet deadlines. 	<ul style="list-style-type: none"> Cash handling experience.
Skills and Abilities	<ul style="list-style-type: none"> Excellent ICT skills, including Microsoft Office and Excel Good accounting and record keeping skills Excellent accuracy and attention to detail Ability to communicate effectively and accurately both verbally and in writing Ability to interpret solutions, anticipate problems and to proactively resolve issues on a day to day basis Ability to prioritise competing demands and to meet deadlines The ability to take quick and effective action Ability to maintain confidentiality. Excellent interpersonal skills and good telephone manner. Excellent organisational and time management skills. The ability to be flexible and positive, demonstrating a “can-do” attitude 	



**CREATIVE, DIGITAL & PERFORMING ARTS
ACADEMY**

	<ul style="list-style-type: none">• Ability to work with autonomy and to act on own initiative but also work constructively as part of a team• The ability to liaise positively with staff, students and parents/carers and be customer focussed with a friendly and professional manner• The ability and motivation to develop systems and procedures and to constantly improve own practice and identify continuous service improvement• Commitment to promoting the overall ethos and values of the Academy	
Professional Development	<ul style="list-style-type: none">• An interest in own personal development and willing to develop through appropriate CPD opportunities	