



Finance Admin Assistant

Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Appropriate financial qualifications or significant successful experience working in finance at a high level.• A level qualifications	<ul style="list-style-type: none">• Degree or further education qualification• Accountancy qualification
Knowledge, and Experience	<ul style="list-style-type: none">• Experience of working in a finance role.• Experience of leading and managing staff• Experience of dealing with a range of priorities and working to tight deadlines	<ul style="list-style-type: none">• Experience of managing change and implementing new systems/procedures and controls• Experience of working within a school or other public sector environment
Skills/Abilities	<ul style="list-style-type: none">• Meticulous approach to work with a high degree of accuracy• Ability to summarise and convey information quickly and concisely; good literacy and communication skills• Excellent ICT skills within a Microsoft Windows/Office environment, particularly Excel• Ability and knowledge to produce accurate budgetary estimates, reports, cash flow and financial and statistical summaries ideally combined with significant operational experience• Knowledge of principles and methods of financial control and reporting and their adaptation to various purposes, including the preparation of financial accounts• Knowledge of best practice in compliance and audit• Ability to relate well to staff and governors and build effective working relationships• Ability to inspire confidence in others	<ul style="list-style-type: none">• Knowledge and understanding of financial management standards in schools• Working knowledge of law with regard to Health & Safety legislation, contracts, Freedom of Information Act, copyright and data protection• Knowledge and understanding of pension schemes and retirement opportunities

Personal Qualities	<ul style="list-style-type: none"> • Good communication skills • Calm, patient and an appreciation of a sense of humour • Team player • Flexible attitude • Proactive • Motivated • Well organized • Ability to work within school policy (with particular regard to Safeguarding) 	
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