

Finance Assistant

Personal Specification

Qualifications

Good general level of education including competence in English and Mathematics to GCSE standard

Evidence of training and good knowledge and understanding of Financial software SAGE 50 or similar software

Proven experience of working with financial systems and monitoring expenditure

Experience of general administrative and secretarial work including computer based record systems

Experience of working with the public – answering queries, handling complaints, etc.

Experience of using word processing systems to produce a range of documents

Experience of working to deadlines, managing own time and organising own work routines accordingly

Experience of working in a school setting

Ability to plan and prioritise work

Ability to communicate effectively at all levels, verbally and in writing

Ability to prepare text and to enter and present data to a high standard

Ability to research and compose correspondence

Ability to use a range of information and communication technology effectively

An ability to develop, understand and follow appropriate procedures

Ability to liaise with external agencies or organisations

Excellent telephone manner and ability to deal with enquiries or problems, give answers, filter calls, and take and relay messages as required

Awareness of current developments in the field of primary education

Sufficient initiative and creativity to produce a range of documents (using word, Excel and MS Publisher) to a high standard

Essential	Desirable
X	
X	
X	
X	
	X
	X
x	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	
	X
	X

Personal Qualities

Personal presence and confidence; warmth and sensitivity; flexibility and maturity of approach; enthusiasm and a sense of humour

Commitment to the ethos of the school as a partnership of pupils, staff, governors, parents and the community

Good communication skills and a professional manner when dealing with people

Tact and confidentiality, flexibility and commitment

Commitment to teamwork and ability to work effectively as part of a team

Ability to work on own initiative with no supervision to meet deadlines

Ability to work effectively under pressure.

Commitment to own professional development; willingness to acquire and develop new skills

Willingness to take part in the broader life of the school

Equal Opportunities

An understanding of and a willingness to promote equal opportunities