

**FINANCE ASSISTANT  
PERSON SPECIFICATION**

Criteria	Essential or Desirable
<b>Qualifications</b>	
5 GCSE passes - or equivalent – one of which must be Mathematics and one must be English	D
Evidence of regular, relevant and recent personal development	D
<b>Experience</b>	
Experience of cash handling including balancing of a till	E
Experience of working in a school or college environment	D
<b>Knowledge, skills and abilities</b>	
A clear understanding of good spreadsheet practice, in particular the ability to use Microsoft Excel to an intermediate level	E
An ability to understand and use different software solutions including web based packages	E
Attention to detail, ability to record information accurately	E
Sound financial recording and cash handling	E
Good negotiation skills	E
Ability to empathise with and understand the needs of 11-16 year olds	E
The interpersonal skills to communicate effectively and professionally with staff, students, parents, the governing body and others	E
Calm and confident when responding to accidents or difficult visitors	E
Ability to maintain confidentiality of staff and pupil information	E
<b>Personal Qualities</b>	
Commitment to providing a professional and caring environment for staff, students, parents, the governing body and others	E
Adaptable to changing work patterns and practices	E
A presence and strength of character that promotes calm in a busy and demanding environment	E
Commitment to working with other staff as part of a team responsible for supporting the process of teaching and learning	E
Ability to work on own for much of the time, but integrate with the wider office team	E
Self-motivated and able to work on own initiative.	E
Personable and well presented.	E
Desire to learn and take on new challenges as the role of the finance office changes	E