

Person Specification – Finance Assistant

Category	Essential	Desirable
Physical	<ul style="list-style-type: none"> • Smart business-like appearance. 	
Qualifications	<ul style="list-style-type: none"> • At least 5 GCSE including English and Maths (grade C and above) 	<ul style="list-style-type: none"> • Relevant Financial Qualification
Experience	<ul style="list-style-type: none"> • At least 12 months recent experience of working in a Finance environment • Experience of working with computerised financial systems. 	<ul style="list-style-type: none"> • Experience of providing finance support to Academies/schools. •
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training. 	
Special Knowledge	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Knowledge and understanding of financial procedures/regulations/legislation. • Knowledge and understanding of data protection issues in relation to financial information. 	<ul style="list-style-type: none"> •
Circumstances	<ul style="list-style-type: none"> • Able to work some evenings to support academy events. 	
Disposition	<ul style="list-style-type: none"> • Reliable, organised able to work effectively as part of a team. • Be able to work on own initiative when required. • Able to work on own initiative and as part of a team. • Able to use discretion. 	

Practical and Intellectual Skills	<ul style="list-style-type: none">• Ability to prioritise and meet deadlines.• Able to understand and interpret information from a variety of sources.• Able to organise own workload.• Computer literate.• Able to work effectively using excel.• Able to communicate at all levels.• High degree of accuracy.	
Legal Requirements	<ul style="list-style-type: none">• Enhanced Disclosure and Barring Service Check.	