

Person Specification

Post: Finance & Administration Assistant

Salary Scale: Cumberland County Council Scale Point 7-8



Qualifications	Essential	Desirable
Good general level of education, including GCSE English and Maths at Grade C/4 or above, or equivalent relevant experience.	X	
Relevant administrative, finance or business support qualification, for example NVQ Level 3, AAT or equivalent.		X
Willingness to undertake training relevant to the role, including school finance systems, safeguarding and data protection.	X	
Experience	Essential	Desirable
Experience of general clerical, administrative or office-based work.	X	
Experience of handling financial information, invoices, orders, payments, petty cash or similar finance processes.		X
Experience of providing administrative support in a busy office or customer-facing environment.	X	
Experience of using a range of IT systems, including Microsoft Office, email, spreadsheets and databases.	X	
Experience of working in a school, college, Multi-Academy Trust, local authority or other education/youth setting.		X
Experience of communicating with a range of people, for example staff, parents/carers, suppliers, visitors and external agencies.	X	
Experience of maintaining accurate records and following agreed procedures.	X	
Skills and Knowledge	Essential	Desirable
Strong organisational skills with the ability to manage a varied workload and meet deadlines.	X	
Good attention to detail and accuracy, particularly when working with financial information, records and data.	X	
Good numeracy skills and confidence working with figures.	X	
Good written and verbal communication skills.	X	
Ability to use Microsoft Office, particularly Word, Outlook and Excel.	X	
Ability to learn and use school-based finance and information systems effectively.	X	
Ability to follow financial, administrative and safeguarding procedures accurately.	X	
Ability to work effectively as part of a team and provide support to colleagues.	X	
Ability to use initiative, prioritise tasks and seek advice when needed.	X	
Professional, polite and approachable manner when dealing with staff, students, parents/carers, visitors and suppliers.	X	
Ability to remain calm, patient and professional in a busy school environment.	X	
Ability to maintain confidentiality and handle sensitive information appropriately.	X	
Commitment to safeguarding and promoting the welfare of children and young people.	X	
Willingness to undertake continuing professional development.	X	
Understanding of basic school finance procedures or public sector financial controls.		X
Knowledge of data protection, GDPR and confidentiality requirements in a school or office environment.		X
Personal Qualities	Essential	Desirable
Reliable, punctual and flexible.	X	
Positive, solution-focused approach.	X	
Tactful, discreet and professional.	X	
Able to build positive working relationships with colleagues across the school and central MAT finance team.	X	
Committed to supporting the smooth running of the school and contributing to a positive school ethos.	X	

