

ENRICH LEARNING TRUST

Person Specification

Finance Assistant

PERSON SPECIFICATION

(E = Essential, D= Desirable)

Experience	<ul style="list-style-type: none">• General/clerical/administrative/secretarial (E)• Financial duties including recording invoices, credit notes, preparation of invoices (D)• Cash handling and banking experience (E)
Qualifications/Training	<ul style="list-style-type: none">• Financial and administrative work (E)• NVQ 2 or 3 or equivalent in relevant discipline. Must have GCSE Maths Grade C or above (E)• Good numeracy/literacy skills (E)• First aid training (D)
Knowledge/Skills	<ul style="list-style-type: none">• Effective use of ICT packages (E)• Use of relevant equipment/resources (D)• Good keyboard skills (E)• Ability to organise own work to deadlines (E)• Knowledge of relevant policies/codes of practice/legislation (D)• Ability to relate well to children and adults (E)• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these (E)• Ability to identify own training and development needs and co-operate with means to address these (E)