CAMPFIRE EDUCATION TRUST

Finance Assistant - Person Specification

The successful candidate will be highly organised, accurate and proactive, with strong administrative skills and a willingness to develop their finance knowledge. Previous finance processing experience would be beneficial, but is not essential, as training will be provided for the right candidate.

Criteria	Essential / Desirable
Good standard of education, including GCSE Maths and English or equivalent.	Essential
Experience of working in an administrative role, ideally within a finance, school, public sector or office environment.	Essential
Experience of processing invoices, payments, purchase orders or supplier queries.	Desirable
Experience of using a finance/accounting system or budget monitoring system.	Desirable
Good IT skills, including confident use of Microsoft Office, particularly Outlook and Excel.	Essential
Ability to manage a shared inbox, prioritise tasks and respond to queries in a professional and timely manner.	Essential
Strong attention to detail and ability to process information accurately.	Essential
Good written and verbal communication skills, with the ability to liaise professionally with suppliers, school staff and central team colleagues.	Essential
Ability to work independently from home, while remaining connected and responsive as part of a central team.	Essential
Ability to follow procedures and understand the importance of internal controls, confidentiality and accurate record keeping.	Essential
Ability to organise workload, meet deadlines and manage competing priorities.	Essential
Willingness to learn new systems and processes, including accounting, budgeting and contract management systems.	Essential
Understanding of schools, academies or Multi Academy Trust finance processes.	Desirable
AAT qualification, part-qualification, or willingness to undertake relevant finance training.	Desirable
Commitment to the Trust's values of being collaborative, supportive and ambitious.	Essential

Criteria	Essential / Desirable
Professional, discreet and able to handle confidential information appropriately.	Essential
Willingness to travel occasionally for central finance meetings when required.	Essential