

ABINGDON LEARNING TRUST

Person Specification – Finance Assistant

	Essential	Desirable	How to be tested
Qualification criteria: <ul style="list-style-type: none"> • Good GCSEs including English and Maths at Grade C or above (or equivalent). • A Levels/Degree • Financial qualification e.g. AAT • Excellent word processing and EXCEL skills. 	<p>x</p> <p>x</p>	<p>x</p> <p>x</p>	Application form & evidence
Experience: <ul style="list-style-type: none"> • Experience of providing high quality financial and administrative support. • Experience of working in a busy environment with competing deadlines. 	<p>x</p>	<p>x</p>	Application form
Vision and Strategy: <ul style="list-style-type: none"> • Vision aligned with Abingdon Learning Trust of high aspirations and high expectations of self and others. 	<p>x</p>		Interview
Behaviours, Skills and Abilities: <ul style="list-style-type: none"> • Excellent listening, communication skills and high levels of emotional intelligence. • Strong team working skills and ability to work under pressure. • The ability to self-motivate and have a 'can do' attitude. • Resilience and optimism to manage day-to-day challenges in a busy environment. • Ability to use IT systems including databases and Microsoft Office products. • Ability to pay attention to detail at all times • High levels of honesty and integrity, and the ability to follow requirements of confidentiality and data protection. 	<p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p> <p>x</p>		Interview
Other: <ul style="list-style-type: none"> • This post is subject to an enhanced DBS disclosure. • The post holder must be committed to safeguarding the welfare of children and young people. 	<p>x</p> <p>x</p>		Interview