



### PERSON SPECIFICATION

	FINANCE ASSISTANT - CRITERIA	Essential / Desirable
<b>Personal Qualities</b>	Strongly self-motivated and personally resilient.	E
	Flexible with an ability to be able to embrace and generate change.	E
	Exceptional levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
	Excellent listening and communication skills	E
	Strong intellect underpinned by a clear moral compass, instinct and intuition.	E
	Conscientious and diligent work ethic.	E
	Able to use initiative	E
	High standard of personal presentation with an excellent attendance and time-keeping record.	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	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 them.	E
	Ability to persuade, motivate, negotiate and influence.	E
	Commitment to the School's Catholic ethos and identity and educational purpose.	E
	Ability to build effective professional working relationships	E
	Pro-active in using initiative & a willingness to take a hands-on approach as necessary.	E
	Creative, constructive, insightful and innovative approach to problem-solving.	E
	Ability to work under pressure, prioritising own workloads to meet specified deadlines, in a situation with frequent interruptions.	E
	Flexibility, on occasions and within reason, in approach to working hours.	E
<b>Qualifications &amp; Experience</b>	GCSE Mathematics and English Grades 9-4 (A-C) or equivalent.	E
	AAT Level 3 or equivalent	D
	Experience of working within a finance environment	E
	Previous experience of working within a school environment.	D
	Ability to operate ICT resources effectively.	E
	Previous experience of producing data for meetings and reports.	D
	Full working knowledge of relevant policies, codes of practice and legislation.	D
<b>Skills &amp; Knowledge</b>	Knowledge of finance related administration.	D
	Knowledge of GDPR/ Data Protection.	E
	Demonstrate the ability to develop, implement and maintain high quality administrative services.	E
	Good practical skills in using software applications to be able to enter and retrieve information and produce documents using Microsoft Word and Excel.	E
	Ability to plan, organise and prioritise effectively.	E
	Firm but tactful and diplomatic; friendly, professional, and able to communicate effectively to a range of audiences.	E
	Ability and desire to communicate and relate well to young people, and an acceptance that the whole school community plays a role in the education of our students.	E
	Complete discretion and confidentiality.	E
	The ability to manage highly confidential material in an appropriately sensitive way.	E