



FINANCE ASSISTANT - PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	- A sound educational background - GCSE A – C English and Maths - AAT Level 4 – Diploma in Accounting (Professional)	BTEC National Diploma/ NVQ Level in Business Administration at Level 2 or 3 or equivalent further/higher education qualification.	Application Form
Experience	- Experience of working within a professional work environment. - Previous employment in financial role preferably within an academy trust or public sector environment, undertaking such tasks as detailed in the job description. - Experience of operating financial systems and procedures.	Experience working in an office environment with IT based and data base systems.	Application Form References
Knowledge, Skills and Ability	- Well-developed interpersonal skills and the ability to work collaboratively, manage initiatives effectively and to motivate others: e.g. sharing good practice. - High competence in use of IT/ High level of written, oral and communication skills. - Able to maintain confidentiality/ An understanding of the requirements and demands of school administration. - Understanding of financial controls, audit requirements and fraud prevention in a public sector or academy trust environment.	- Ability to work effectively with external support agencies and suppliers - Awareness of procurement, asset management and value-for-money - Hold a full, valid UK driving licence	Application Form Selection Procedure References
Personal Qualities	- Highly motivated with high expectations and a positive attitude. - Excellent self-management skills including the ability to plan and organise one's time effectively. - Have a flexible approach and a willingness to offer help. - The ability and willingness to work in partnership with other members of the school team. - A high level of personal integrity and flexible approach to responsibilities. - An approachable professional who responds well to and offers constructive advice. - Able to systematically process callers, enquirers, work requests and cope with interruptions. - Able to communicate well with children and parents. - Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. - Adhere to the Seven Principles of Public Life.		Application Form Selection Procedure References