

## PERSON SPECIFICATION

### FINANCE ASSISTANT

| <b>Training and Qualifications</b>                                                                                  |                                       |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| GCSE Mathematics & English                                                                                          | Essential                             |
| <b>Experience</b>                                                                                                   |                                       |
| Finance experience.                                                                                                 | Essential                             |
| Experience of the schools/education sector.                                                                         | Essential                             |
| Experience of working within an academy                                                                             | Desirable                             |
| <b>Skills, Knowledge and Abilities</b>                                                                              |                                       |
| Excellent communication and interpersonal skills, and the ability to engage with a range of stakeholders.           | Essential                             |
| Excellent IT skills (Finance packages, Word, Excel, PowerPoint, Sharepoint, Office).                                | Essential                             |
| Ability to develop and work in a collaborative team environment.                                                    | Essential                             |
| Ability to develop excellent internal and external relationships.                                                   | Essential                             |
| Flexibility in terms of tasks and requirements                                                                      | Essential                             |
| An understanding of safeguarding legislation and safer recruitment policies.                                        | Essential – training will be provided |
| <b>Personal Aptitudes</b>                                                                                           |                                       |
| An absolute commitment to the maintenance of confidentiality, discretion, diplomacy and professionalism is crucial. | Essential                             |
| Self-motivated, with a solution driven approach to work.                                                            | Essential                             |
| Commitment to your personal and professional development                                                            | Essential                             |
| Commitment to the safeguarding of vulnerable young people.                                                          | Essential                             |
| A commitment to the vision, values, aims and objectives of the Multi academy.                                       | Essential                             |

St Raphael the Archangel CMAT is committed to the safeguarding and wellbeing of students.