



PERSON SPECIFICATION

Finance Assistant

Qualifications, training and education

- NVQ Level 2 or equivalent qualification or experience in a relevant discipline.
- A high level of numeracy.
- Experience of finance and working in a finance office, including accounts payable. Desirable.
- Experience in a similar environment. Desirable.

Skills and abilities

Technical skills

- Experience of maintaining accurate manual and computerised financial systems.
- Demonstrable experience in the use of advanced Excel, Word and Google.
- Ability to work accurately with financial information and maintain attention to detail.
- Ability to use PS Financials and related finance systems to support accurate purchase order, invoice, goods received note and reconciliation processes.
- Ability to support accurate finance administration for trips, events, credit cards, prepaid cards, cashless payment systems and pupil-related funding.
- Ability to maintain accurate financial records and system information to support monitoring, reconciliation, reporting and audit requirements.
- Ability to handle student, family and financial information accurately, sensitively and confidentially.

Organisation and planning

- Ability to work well under pressure.
- Ability to organise work effectively and respond flexibly to changing priorities.
- Ability to work with confidence and independence in a busy finance environment.
- Ability to manage finance administration accurately and efficiently so that school operations and education-related activity are supported.
- Ability to follow finance processes consistently and contribute to compliant financial administration across Trust schools.



PERSON SPECIFICATION

Communication

- Ability to communicate clearly with colleagues, suppliers and other stakeholders.
- Ability to work as part of a team and contribute positively to shared finance processes.
- Ability to respond professionally to finance queries from colleagues, parents, carers, suppliers and external agencies.
- Ability to build positive, professional relationships with Trust and school leaders, colleagues, students, parents, carers and external partners.

Pastoral and inclusion

- Ability to support finance administration linked to Pupil Premium, Catch Up Premium, Free School Meal checks and pupil-related funding.
- Ability to share relevant pupil funding and Free School Meal information with appropriate colleagues while maintaining confidentiality.
- Ability to support finance processes relating to students, parents, carers, trips, events, lockers and pupil-related funding in a professional and sensitive manner.

Personal qualities

- Self-motivated and willing to develop new skills.
- Dedicated and reliable.
- Flexible team player.
- Committed to own personal development.
- Ability to contribute to a collaborative and supportive Trust environment that supports shared success and positive outcomes for students.

Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Enhanced DBS clearance required.
- Ability to contribute to the Trust's commitment to being ambitious for all and supporting everyone to reach their full potential.