

Person specification

Job title: Finance Assistant

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	<ul style="list-style-type: none"> Excellent IT skills e.g. Microsoft Office (Excel and Word). Financial knowledge, to ensure compliance when operating day to day financial processing. Aptitude to use finance software packages. Customer service experience. 	<ul style="list-style-type: none"> Previous experience in the education finance sector. Knowledge of schools' computerised financial systems – PS Financials. Knowledge of month end and year end procedures performed in schools and academies. 	A/I
Qualifications/ Training	<ul style="list-style-type: none"> Good standard of education; Minimum. 5 GCSEs or equivalent, including English & Maths. 	<ul style="list-style-type: none"> Professional qualification (e.g. AAT or equivalent) or studying towards or significant previous experience. 	A
Specialist Skills /Aptitudes	<ul style="list-style-type: none"> The ability to adapt and learn new financial systems. The ability to work within a team and manage own time effectively. A high level of communication and influencing skills and the ability to use these in a variety of situations. Excellent attention to detail. A good problem solver who can energise themselves. Ability to interrogate data to establish errors and correct accordingly. 	<ul style="list-style-type: none"> An ability to train others (as a group and one to one) and also to lead and facilitate learning. Create business and networking partnerships. 	A/I
Disposition/ Attitudes	<ul style="list-style-type: none"> Professional, friendly and approachable manner. Commitment to maintain a current knowledge of the financial environment. Commitment to personal development. Ability to build and sustain relationships. 		I

	<ul style="list-style-type: none"> Resilient and adaptable to changing situations and circumstances. 	
Working Arrangements	<ul style="list-style-type: none"> Willingness to work outside office hours as required Willingness to attend school sites, if required 	A
Other Criteria	<ul style="list-style-type: none"> Willingness to undertake a DBS check 	A
