

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, Word and Publisher) Have worked within an LA or Schools or Academies setting. Experienced within the Education Finance sector Sound financial expertise, to ensure compliance when operating day to day finance processing Knowledge of school's financial systems 	<ul style="list-style-type: none"> Detailed knowledge of Schools' computerised financial systems – PS Financials, RM Finance, SIMS FMS, Civica, RM accounts Ability to demonstrate experience in School's finance 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"> Possession of or working towards a formal financial or similar qualification e.g. AAT, ACCA, CIMA, CSBM, DSBM, ADSBM 	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"> Team management experience/supervisory experience 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 		I

	<ul style="list-style-type: none"> environment • Commitment to personal development • Ability to build and sustain relationships • Resilient and adaptable to changing situations and circumstances 		
Working Arrangements	<ul style="list-style-type: none"> • Willingness to attend school sites to carry out bursarial or consultancy visits if required 	<ul style="list-style-type: none"> • Willingness to work outside office hours as required • Willingness to work remotely if required 	A
Other Criteria	<ul style="list-style-type: none"> • Willingness to undertake a DBS check 		A
