

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 • Experience within the education finance sector or commensurate educational experience and formal qualifications • Sound financial expertise, to ensure compliance when operating day to day finance processing • Knowledge of schools' 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 Schools' finance • Knowledge of month end and year end procedures performed in schools and academies | Application form Interview |
| 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 | Application form |
| 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 | Application form Interview |

| | | |
|---------------------------|---|------------------|
| 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 • Resilient and adaptable to changing situations and circumstances | Interview |
| Working arrangements | <ul style="list-style-type: none"> • Willingness to travel to and work in a variety of locations as required • Willingness to work outside of office hours as required | Application form |
| Other criteria | <ul style="list-style-type: none"> • Willingness to undertake a DBS check | Application form |