

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) • Sound financial understanding, to ensure compliance when operating day to day finance processing 	<ul style="list-style-type: none"> • Knowledge of Schools' computerised financial systems – PS Financials, RM Finance, SIMS FMS, Civica, RM accounts, Sage • Ability to demonstrate experience in Schools' finance • Knowledge of month end and year end procedures performed in schools and academies • Have worked within an LA or Schools or Academies setting • Experience within the education finance sector or commensurate educational experience and formal qualifications • Knowledge of schools' finance systems 	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 • 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 	<ul style="list-style-type: none"> • An interest in training others (as a group and one to one) • An interest in creating business and networking partnerships 	Application form Interview

	<ul style="list-style-type: none"> • Ability to interrogate data to establish errors and correct accordingly 		
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"> • The ability to work within a team and manage own time effectively 	<ul style="list-style-type: none"> • Willingness to work outside of office hours as required • Willingness to travel to and work in a variety of locations as required 	Application form
Other criteria	<ul style="list-style-type: none"> • Willingness to undertake a DBS check 		Application form