

## 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"> <li>Excellent IT skills e.g. Microsoft Office (Excel, Word and Publisher)</li> <li>Sound financial understanding, to ensure compliance when operating day to day finance processing</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Schools' computerised financial systems – PS Financials, RM Finance, SIMS FMS, Civica, RM accounts</li> <li>Ability to demonstrate experience in Schools' finance</li> <li>Knowledge of month end and year end procedures performed in schools and academies</li> <li>Have worked within an LA or Schools or Academies setting</li> <li>Experience within the education finance sector or commensurate educational experience and formal qualifications</li> <li>Knowledge of schools' finance systems</li> </ul>	Application form Interview
Qualifications/ Training	<ul style="list-style-type: none"> <li>Good standard of education; minimum 5 GCSEs or equivalent, including English &amp; Maths</li> </ul>	<ul style="list-style-type: none"> <li>Possession of or working towards a formal financial or similar qualification e.g. AAT, ACCA, CIMA, CSBM, DSBM, ADSBM</li> </ul>	Application form
Specialist Skills/ Aptitudes	<ul style="list-style-type: none"> <li>The ability to adapt and learn new financial systems</li> <li>A high level of communication and influencing skills and the ability to use these in a variety of situations</li> <li>Excellent attention to detail</li> <li>A good problem solver who can energise themselves</li> </ul>	<ul style="list-style-type: none"> <li>An interest in training others (as a group and one to one)</li> <li>An interest in creating business and networking partnerships</li> </ul>	Application form Interview

	<ul style="list-style-type: none"> <li>Ability to interrogate data to establish errors and correct accordingly</li> </ul>		
Disposition/ Attitudes	<ul style="list-style-type: none"> <li>Professional, friendly and approachable manner</li> <li>Commitment to maintain a current knowledge of the financial environment</li> <li>Commitment to personal development</li> <li>Ability to build and sustain relationships</li> <li>Resilient and adaptable to changing situations and circumstances</li> </ul>	Interview	
Working arrangements	<ul style="list-style-type: none"> <li>The ability to work within a team and manage own time effectively</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to work outside of office hours as required</li> <li>Willingness to travel to and work in a variety of locations as required</li> </ul>	Application form
Other criteria	<ul style="list-style-type: none"> <li>Willingness to undertake a DBS check</li> </ul>		Application form