

PERSON SPECIFICATION

POST: Finance Assistant

GRADE: C

SUMMARY OF JOB: Under the instruction / guidance of the office Manage; provide general clerical, administrative and financial support to the school

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Excellence numeracy / literacy skills - GCSE English & Maths (A – C) • Equivalent qualifications or experience in Finance 	<ul style="list-style-type: none"> • Level 3 / A level in English / Maths • Administrative / Office qualifications • ICT qualifications • Accountancy/ book-keeping qualifications • Experience in SIMS Management. 	Application form Certificates
Experience	<ul style="list-style-type: none"> • Working in office environment • Basic book keeping • Producing reports / spread sheets and graphical representations • Coordinating meetings 	<ul style="list-style-type: none"> • Minute taking • Working within a School environment • Working with children/adults with SEN • Financial Experience 	Application form Interviews References
Training	<ul style="list-style-type: none"> • Commitment to further training to develop personal skills 	<ul style="list-style-type: none"> • Attendance at recent courses 	Application form
Personal	<ul style="list-style-type: none"> • Ability to cooperate and work as part of a team • Able to quickly establish productive relationships • Excellent communication / interpersonal skills • Excellence time management skills (ability to work under pressure) • Ability to use initiative, to meet deadlines and to priorities tasks • Exemplary worker/excellent role model 	<ul style="list-style-type: none"> • Flexibility to work with and have empathy for students / pupils with SEN 	Interview Application Form References Task
Skills, knowledge and understanding	<ul style="list-style-type: none"> • Excellent Keyboard / Media skills including associated software packages e.g. Word, Excel, Publisher, SIMS • Basic book keeping • Able to contribute to the wider school community • Input and organise data • Organisational skills to create a programme of meetings 	<ul style="list-style-type: none"> • Managing financial packages • Using photo / media ICT packages such as photo shop etc • Producing quality documents for specific audiences 	Application form Interview References Task