### PERSON SPECIFICATION

**POST: Finance Assistant**

**Grade 3 Point 12 - 16**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHODS OF ASSESSMENT** |
| **QUALIFICATIONS** | * Minimum of 4 GCSE or GCE ‘O’ Levels (minimum A-C or equivalent) including English and Maths
 | * CSBM
 | Application Form |
| **EXPERIENCE** | * At least two years’ experience of working in a school admin department
* Sound knowledge and experience of SIMS – Finance module.
 |  | Application FormReferencesinterview |
| **SKILLS AND ABILITIES** | * Good IT skills
* Excellent inter-personal and communication skills
* Excellent organisational skills
* Ability to work as part of a team or alone
 |  | Application FormReferencesInterview |
| **PERSONAL ATTRIBUTES** | * A friendly cooperative manner
* Flexible and adaptable
* Interest in young people and their education
* Good health and attendance record
* Good sense of humour
* A commitment to continued professional development
* A commitment to team working.
 |  | Application FormReferencesInterview |