### 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 Form  References  interview |
| **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 Form  References  Interview |
| **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 Form  References  Interview |