

Northern Education Trust
 Post: Senior Finance Assistant - Academies
PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by:	
			App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSEs (incl. Maths and English Grade C or above)	E	✓	
2.	Relevant (or working towards) finance qualification i.e. Association of Accounting Technicians or CIPFA: Academies Financial Reporting.	E	✓	
3.	Evidence of continuous professional development and training	D	✓	✓
EXPERIENCE				
4.	Team Working Experience	E	✓	✓
5.	Education / Academy sector experience	D	✓	✓
6.	Experienced in using Microsoft Office, Outlook and Corero	D	✓	✓
7.	Experience of supervising and developing staff including participation in effective performance reviews and continuous service reviews	E	✓	✓
8.	Experience of playing a role in both internal and external audits	D	✓	✓
9.	Experience of creditor / debtor payments and resolving payment disputes	E	✓	✓
10.	Evidence of payroll, HMRC and other external agencies to ensure relevant payments and tax contributions are being made correctly	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Sound written and verbal communication skills	E	✓	✓
12.	Good organisational skills	E	✓	✓

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13.	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
14.	Ability to build effective working relationships with colleagues and external partners at all levels	E	✓	✓
15.	Strong and advanced numerical skills	D	✓	✓
16.	Understanding of Education Funding, Policy, Regulation and Compliance requirements	D	✓	✓
17.	Ability to maintain strict confidentiality in all matters	E	✓	✓
18.	Ability to begin to command confidence and credibility	E	✓	✓
PERSONAL QUALITIES				
19.	A strong commitment to both Trust values and ethos plus own professional conduct and ethics	E	✓	✓
20.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
21.	Ability to travel and work outside of core hours if necessary	E	✓	✓
22.	High attention to detail and accuracy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.