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**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Finance Assistant

**GRADE:** Band 5

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Educational Attainment** | * NVQ 3 in Business Administration or an equivalent qualification |  | * Application form * Certificates |
| **Work Experience** | * Experience of working in administration/finance in a comparable organisation * Experience of IT packages including word, excel and computerised accountancy systems * Experience of managing financial transactions * Knowledge and understanding of how to manage financial administration procedures | * Experience of working in an administrative role in a school/educational establishment using financial accounting systems * Knowledge and understanding of the financial procedures within a school | * Application form * Interview * References |
| **Knowledge/**  **Skills/**  **Aptitudes** | * Excellent communication skills, both written and verbal including presenting financial analyses * Excellent attention to detail * Knowledge and understanding of safeguarding procedures |  | * Interview * References |
| **Disposition** | * Adaptability/flexibility in changing circumstances * Work collectively as part of a team * Ability to self-evaluate learning needs and seek learning opportunities * Willingness to participate in training and development * Committed to the principles of equality and diversity * Committed to the safeguarding and well-being of children * Proactive and able to work on own initiative | * Experience of quality assurance systems | * Interview * References |
| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service |  | * DBS check |