

**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
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| **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
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| **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
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| **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
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| **Circumstances** | * Enhanced clearance from the Disclosure and Barring Service
 |  | * DBS check
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