



PERSON SPECIFICATION

Finance Assistant

	Essential criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none"> English and mathematics GCSE (or equivalent) at Grade C(4) or above. 	<ul style="list-style-type: none"> Finance qualifications.
Experience	<ul style="list-style-type: none"> Experience of working with SIMS or a similar data management system. Experience of using word processing, spreadsheets, database and IT packages. Experience of working in a financial based role. Experience of producing standard financial reports. Some experience of budget monitoring and account reconciliation. Experience of undertaking a range of clerical and administrative duties, including data input and retrieval. 	<ul style="list-style-type: none"> Experience of working in a school environment. Experience of working with young people and parents.
Knowledge and Skills	<ul style="list-style-type: none"> Ability to work in an organised and methodical manner. Ability to maintain efficient record keeping systems. Ability to assist with the production of accurate records and reports as required. Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents. Able to converse at ease with customers and provide advice in accurate spoken English. Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date. Ability to show sensitivity and objectivity in dealing with confidential issues. A basic knowledge of the financial workings of a school. Some knowledge of budget management and accounting techniques. Knowledge of, or willingness to learn, a range of computer applications including financial management 	<ul style="list-style-type: none"> Good typing speed. Knowledge of using FMS in schools.

	<p>systems and Schools Cash Office.</p> <ul style="list-style-type: none"> • Highly competent in the use of ICT – especially Excel and Word. • Excellent communication skills, both written and oral • Excellent administrative and organisational skills. • Extremely organised and able to deliver on time and to agreed quality standards. • Understand the importance of confidentiality and discretion. 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Motivated, enthusiastic and flexible. • Friendly, helpful, welcoming. • Excellent interpersonal skills. • A desire to develop yourself. • Ability to work under pressure. • Excellent record of attendance. • Accurate with good attention to detail. • Ability to demonstrate commitment to Equal Opportunities. • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge. 	<ul style="list-style-type: none"> • Capacity to take on additional hours in busy periods.