

PERSON SPECIFICATION	
Job Title: Finance Assistant	Grade: F
Commencing: September 2018	Date Prepared: June 2018

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Good clerical, numerical and ICT skills with high standard of verbal and written English.</li> <li>• Knowledge and understanding of financial role.</li> <li>• GCSE in English and Maths (A-C)</li> </ul>	<ul style="list-style-type: none"> <li>• Further secretarial or business management qualifications</li> <li>• Typing/ICT qualifications</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in using Excel, Word, Publisher, Power Point</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of finance accounting systems.</li> <li>• Experience in working in a school office or office administrative capacity.</li> </ul>
Aptitudes and Abilities	<p>To have the necessary presence to be 'front of house', and act as effective office support whilst being able to:</p> <ul style="list-style-type: none"> <li>• prioritise tasks and work under pressure</li> <li>• work independently</li> <li>• use initiative and multitask</li> <li>• be self-motivated</li> <li>• be proactive in looking to improve the efficiency of office systems and smooth running of the office</li> </ul>	
Personal Qualities	<p>To have the necessary ability to:</p> <ul style="list-style-type: none"> <li>• liaise effectively with staff, parents, pupils and governors</li> <li>• a pleasing personality and good sense of humour</li> <li>• diplomacy, sensitivity, respecting the confidential nature of the post</li> <li>• work as part of a team</li> <li>• be flexible, reliable and able to work under pressure</li> <li>• meet deadlines</li> </ul>	
Special conditions	<p>Participate in:</p> <ul style="list-style-type: none"> <li>• the school's individual performance management scheme and resulting training courses</li> </ul>	