Person Specification

Finance Assistant

Criteria	Essential to basic performance of job	Desirable for fully competent performance of job
QUALIFICATIONS		
	• GCSE/GCE/O Level pass in English Language & Maths, minimum C grade	• Possess or be working towards an associated accounting qualification
KNOWLEDGE		
	• Evidence of finance, business or administrative experience within a school or similar environment. • Ability to create and maintain financial records including reconciliations of school trips, resale and debtor accounts. • Sound working knowledge of Microsoft Office software to include use of Word and Excel • Knowledge of administrative procedures, e.g. incoming and outgoing post and emails • Experience of sourcing goods to achieve best value • Knowledge of basic Health and Safety responsibilities	• Previous use of finance and data management systems software e.g PSF Financials and MIS systems. • Knowledge of financial procedures specifically within schools

Person Specification

SKILLS		
	• Able to work independently when carrying out finance tasks, referring queries to the line manager as appropriate • Accuracy and attention to detail in all data input • Able to prioritise own workload to meet deadlines • Organised approach to record keeping and filing systems • Confident in problem solving, referring to the line manager for support where required • Excellent communication skills, both written and verbal • Provision of a first class customer service, face to face, by phone and email	
PERSONAL ATTRIBUTES		
	• Be flexible, adaptable and out-going • Be able to work effectively as part of the school and wider Trust finance team.	
OTHER ATTRIBUTES		
	• Ability to use/operate general office equipment, including photocopier and computer equipment • Able to travel independently between schools in the Trust as required	