Person Specification

ACADEMY FINANCE ASSISTANT

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	**How Assessed**	**Desirable**
Qualifications	• Good general education to at least GCSE standard	A	• Qualifications in Accounting/Finance
Experience	• Experience of working in busy environment	A/R	• Experience in a school setting
Specific Skills (attributes and abilities)	• Good Microsoft office skills • Good numeracy skills • Good organisational and administrative skills • Ability to work on own initiative • Good communication skills – oral and written • Ability to meet deadlines and provide financial information	I/R I/R I/R I/R I/R A/I/R I/R I/R	• Ability to input information to computer database and an understanding of software • Good knowledge and use of Spreadsheets • Able to develop and expand current and new reporting systems in line with changing needs • Ability to demonstrate accuracy in reporting procedures and to reconcile cost centre accounts • Knowledge of Xero
Motivation	• Willing to expand on current experience • Evidence that work is important to personal satisfaction • Commitment to school	I I/R I	
Personal Qualities	• Reliability • Honesty and professionalism • Methodical and careful in the approach to tasks • Good interpersonal skills and the ability to establish good working relationships with students and staff • Flexibility to work as part of a team.		

A = Application   R = Reference   I = Interview

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