



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	<ul style="list-style-type: none"> Good general education to at least A level standard or equivalent 	A	<ul style="list-style-type: none"> Qualifications in Accounting/Finance
Experience	<ul style="list-style-type: none"> Experience of working in a financial environment 	A/R	<ul style="list-style-type: none"> Experience in a school setting
Specific Skills (attributes and abilities)	<ul style="list-style-type: none"> Good Microsoft office skills Advanced use of spreadsheets Good numeracy skills Good organisational and administrative skills Ability to work on own initiative Ability to demonstrate accuracy in reporting procedures and to reconcile cost centre accounts Good communication skills – oral and written Ability to meet deadlines and provide financial information 	I/R I/R I/R I/R I/R I/R I/R	<ul style="list-style-type: none"> Ability to input information to computer database and an understanding of software Able to develop and expand current and new reporting systems in line with changing needs Knowledge of Xero
Motivation	<ul style="list-style-type: none"> Willing to expand on current experience Evidence that work is important to personal satisfaction Commitment to school 	I I/R I	
Personal Qualities	<ul style="list-style-type: none"> 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