

Job Title: Finance Assistant		
	Essential	Desirable
Experience & Qualifications		
Experience of working in a Financial Department		√
Experience of financial controls		√
Experience of working in an education environment		√
Bookkeeping and Accounting qualification to NVQ4		√
Advanced Microsoft Excel spreadsheet skills	√	
Organisation		
Excellent time management skills	√	
Effective organisational skills	√	
Ability to work under pressure and to strict deadlines	√	
Ability to prioritise tasks	√	
Personal Attributes		
Excellent attention to detail	√	
Ability to communicate effectively	√	
Ability to work collaboratively with colleagues	√	
Respects confidentiality	√	
Ability to for effective working relationships at all levels	√	
Ability to use own initiative	√	
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the GLF Staff Code of Conduct	√	
Safeguarding		
<p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>		