

**Crosshall Infant School Academy Trust**  
**Finance Assistant: Personnel Specification**

		Essential Attributes	Preferred Attributes
1	Educational Qualifications	English GCSE or equivalent Maths GCSE or equivalent	Recognised financial qualification.  Good working knowledge of school management information system such as SIMs
2	Work Experience	Significant experience of financial administration and procedures  Experience of working effectively in a team of people.	Previous experience working in a school environment.
3	Skills, Knowledge, Aptitude	Confident in the use of Microsoft Office programs and a range of online systems and processes  Good inter-personal skills to be able to work effectively with staff, governors, parents, suppliers and contractors.  Excellent organisational skills.  Ability to work on own initiative and with discretion.  Ability to meet deadlines.  Flexibility and able to respond to new challenges and moving goal posts.	Knowledge of Sage.
4	Motivation	Commitment to providing a high standard of work.  Self motivated, ambitious and able to contribute to and participate in the development of the Academy.	Keen to participate in professional development opportunities.
5	Other	Have the ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post A sense of humour.	

Evidence will be gathered from the application form and the interview process.

Crosshall Infant School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.