



Brackenhill Primary School
Dracup Road, Bradford, BD7 4HA

Post Title: Finance Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p><i>Minimum of 2 years experience of the following:</i></p> <ul style="list-style-type: none"> • Relevant experience of working in an office environment. • Basic knowledge of the financial workings of a school • Experience of working as part of a team. 	<ul style="list-style-type: none"> • Experience of the use of complex databases (e.g. S.I.M.S and FMS packages within the school) and a range of other ICT applications. • Experience of supervising or managing staff. • Experience of budget management. • Experience of development, management and operation of administrative systems and ICT packages. 	Application Interview
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths (A-C) or equivalent e.g. Adult Literacy/Numeracy at level 2. 	<ul style="list-style-type: none"> • Book-keeping or accounting qualifications or experience. • NVQ Level 4 or equivalent qualification or experience in relevant discipline. 	Application Interview
TRAINING	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake training relevant to the post. 		Application Interview
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • An understanding of the needs of a multicultural society. • Use of office machinery and able to undertake basic maintenance routines. 	<ul style="list-style-type: none"> • Knowledge of school procedures • Knowledge of Health and Safety/First Aid regulations • Full working knowledge of relevant polices/codes of practice/legislation. • Office methodologies (eg. filing systems, correspondence files etc). 	Application Interview
EQUALITY	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the 		Application

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	Council's Equal Rights policies and practices.		Interview
SAFEGUARDING	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of and commitment to the principles underlying the school safeguarding policies. 		Application
DISPOSITION - ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> • Ability to organise and motivate self and others. • Ability to prioritise conflicting demands and pressures. • Ability to relate well to pupils and adults. • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and listening skills. • Good sense of humour. • Flexibility and willingness to accept change. • Willingness to share expertise, knowledge and experience. • Ability to work proactively and independently using own initiative. • Work constructively as part of a team understanding roles and responsibilities and your position within these. • Ability to self-evaluate learning needs and actively seek learning opportunities • Approachable, courteous and able to present a positive image of the school to callers and visitors. • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. 	<ul style="list-style-type: none"> • Ability to plan and development systems. 	Application Interview
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills. • Must demonstrate good interpersonal skills • Good organisational skills. 	<ul style="list-style-type: none"> • Effective use of specialist ICT packages. • Use of relevant specialist equipment/resources. • Able to develop and implement new administrative systems to meet changing needs 	Application Interview
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or 		Application Interview

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	<p>criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (CRB check required).</p> <ul style="list-style-type: none"> • If driving is a feature of this post – must be licensed and appropriately insured (e.g. business use) 		
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995. 		Application Interview