

FINANCE ASSISTANT: PERSON SPECIFICATION

Task	ESSENTIAL	DESIRABLE
Qualifications & Training		
G.C.S.E's 4 and above in Maths & English	✓	
Willingness to undertake training as and when required	✓	
Knowledge & Experience		
Experience of a purchase order/invoice and accounts payable and receivable process		✓
Knowledge of accounting and bookkeeping		✓
Experience of using PS Financial system is desirable or equivalent package		✓
Experience of working in schools		✓
General office accounting experience		✓
Practical Skills		
Listens well communicates clearly and fluently with colleagues on a wide level	✓	
Works effectively with a broad range of stakeholders and partners	✓	
Able to manage conflicting priorities both individually and as part of a team, to achieve challenging objectives	✓	
A keen eye for attention to detail	✓	
To adhere to equal opportunities, health & safety, safeguarding and other school policies	✓	
Committed to safeguarding and welfare of all pupils	✓	
Personal Qualities & Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
Observant to detail- notices what needs to be done and is confident to just get on with it	✓	

Motivation to continuing improve standards and achieve excellence	✓	
Honesty	✓	
Demonstrates integrity	✓	
Able to use own initiative and problem solve	✓	
Confidentiality	✓	
Ability to work in a team, to cooperate and be flexible	✓	