

Finance Assistant

Personal Attributes Required Based On Job Description

Attribute	Description	Essential	Desirable	How measured Application form (A) Interview (I)
Background & knowledge This should include experience, knowledge, skills, qualifications	Qualifications <ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • AAT qualification • Good ICT skills (Relevant NVQ Level) • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role 	✓ ✓ ✓	✓	A A A/I A/I
	Experience <ul style="list-style-type: none"> • Cash Handling • Financial regulations • Experience of a computerised finance system • Working in an education establishment • Experience of processing payroll 	✓ ✓	✓ ✓ ✓ ✓	A/I A/I A/I A/I A/I
	Skills, Ability & Knowledge <ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills both verbal and written • Ability to set and maintain high standards • Ability to initiate and adapt to change • Enthusiasm • Patience • Resilience • Self confidence 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> • Excellent listening skills • Self motivation and imagination 	✓		A/I A/I
	Personal Qualities <ul style="list-style-type: none"> • Ability to prioritise workload and meet deadlines • Ability to work under pressure • High levels of accuracy and meticulous attention to detail • Flexibility • Ability to Initiate and adapt to change 	✓ ✓ ✓ ✓ ✓		A/I A/I A/I A/I A/I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Co-operative values and principles.