Corfe Hills School

High Expectations | Exceptional Individuals

Person Specification
Finance Assistant

Job Title:	Finance Assistant
Responsible to:	School Business Manager
Contracted Hours/Week:	30 - 35 hours per week term time, 1 day per week during school holidays
Contracted Weeks/Year:	39 weeks (term time) plus 10 days to be worked as required during school holidays, usually 1 day per week except when annual leave is taken.

Main Job purpose:	To ensure that financial transactions processed accurately and efficiently on a daily basis, maintain financial records and ensure that school funds are administered in a way that complies with the Academy Trust Handbook, Companies Act 2006, the Academies Act 2010 and Charity Law standards.

Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Experience using a computerised accounting system	Essential	
	• Experience of working in a busy finance office and processing large numbers of financial transactions	Essential	
	• Experience of working in a school finance office	Desirable	
Skills, Knowledge and Understanding	• High level of integrity and good understanding of fraud prevention	Essential	Application Form References Interview
	• High level of discretion and ability to deal appropriately with confidential information	Essential	
	• Good oral and written communication skills	Essential	
	• High level of organisational skills	Essential	
	• Excellent accuracy and attention to detail	Essential	
	• Ability to multitask and meet deadlines	Essential	
	• Good time management and prioritisation skills	Essential	
	• The ability to follow instructions	Essential	

Category	Criteria	Essential or Desirable	Method of Assessment
Personal and Professional Qualities	• Good team worker willing to support others and accept support	Essential	Application Form References Interview
	• Confidence to work alone and use own initiative	Essential	
	• Ability to work quickly while maintaining accuracy	Essential	
	• A flexible and versatile approach	Essential	
	• Ability to deal with queries in a professional manner	Essential	
	• A willingness to learn new skills	Essential	
Safeguarding	• Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided)	Desirable	Reference Interview
	• Ability to maintain appropriate relationships and personal boundaries with students	Essential	
Other	• Eligibility to work in the UK	Essential	Application Form Interview
	• Appointment subject to enhanced DBS and validated references	Essential	