**FINANCE ASSISTANT - PERSON SPECIFICATION**

**GRADE 3**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education and Qualifications** | * GCSE’s grade C or above in English and Maths or equivalent * Full driving license and own transport | * Familiar with public sector accounting * 2 A Levels (or equivalents) * Desire to complete AAT qualification | Application Form  Certificate Check |
| **Knowledge and Experience** | * Work with minimum supervision * Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel * Minimum of 2 years’ experience working in a busy finance environment | * Experience with working with a financial system although full training will be given * Experience of working in a school environment * Having an understanding of GDPR | Application Form  Interview |
| **Skills and Abilities** | * Excellent written and verbal communication skills * Organised with the ability to meet tight deadlines * Decisive and acts promptly under pressure * Flexible and positive approach to work * Working in a busy finance office and being adaptable to changing work patterns * Ability to work alone, and be part of a team and be self-motivated * Ability to manage a substantial workload and prioritise effectively * Respect confidentiality and the sensitive nature of working within a school environment * To work with frequent interruptions * Able to attend meetings as and when required. | * Proactive approach to training and development * Mentoring new team members | Application Form  Interview |
| **Other** | This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment | | DBS Disclosure |