**FINANCE ASSISTANT - PERSON SPECIFICATION**

**GRADE 3**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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 FormCertificate 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 FormInterview |
| **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 FormInterview |
| **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 |