

PERSON SPECIFICATION

Shortlisting will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Finance Assistant	Grade 14

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	Able to maintain accuracy and attention to detail whilst meeting deadlines.	Application form/interview
1.2	Ability to meet multiple requests for information in a calm and professional manner.	Application form/interview
1.3	Excellent organisational and administrative skills.	Application form/interview
1.4	Excellent IT Skills, including Microsoft office and comfortable with the use of IT as an integral and essential tool.	Application form/interview
1.5	Ability to prioritise own workload and to work on own initiative and not require frequent/close supervision.	Application form/interview
1.6	To have experience of maintaining systems and processes.	Application form/interview
1.7	Able to communicate effectively with staff at all levels, students and external contacts including parents, agencies, local authority etc.	Application form/interview
1.8	Ability to maintain absolute confidentiality regarding personal data held by the college.	Application form/interview
1.9	Initiative and pro-active approach to problems to identify solutions and opportunities.	Application form/interview
1.10	Ability to take day-to-day decisions within agreed parameters.	Application form/interview
1.11	A confident, calm manner.	Application form/interview
	Desirable	
1.13	Experience of working with young people in an educational environment.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	IT Software MS Word MS Excel MS Outlook	Application form, certificates & interview

2.2	Desirable Knowledge of the SIMS.net MIS system would be highly desirable.	Application form/interview
2.3	Finance experience.	Application form/interview

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience in a similar role or a role requiring similar skills, abilities, and knowledge.	Application form/interview
3.2	Proven experience of working in an office environment and able to implement new procedures.	Application form/interview
3.3	Desirable Experience of SiMs.net would be highly desirable.	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
4.1	Essential A positive, hands-on flexible attitude to work.	Interview
4.2	Desirable A knowledge and interest in the education environment.	Interview