

Person Specification - Finance Assistant

	Minimum Essential requirements	Method of Assessment
Work Related Skills and Knowledge	Demonstrably high levels of customer service	Application form/interview
	Excellent interpersonal & communication skills	Interview
	Ability to work independently and as part of a team	Interview
	The ability to work with tact and diplomacy	Application form/interview
	Commitment to maintaining confidentiality and data protection.	Application form/interview
	Excellent attention to detail and accuracy.	Application form/interview
	Experience of working in a finance or administrative role.	Application form/interview
	Good organisational and time management skills.	Application form/interview
	The ability to remain calm and patient in difficult situations	Interview
Experience/Education/Training	Good basic education (including GCSE grade A* - C in Maths and English or equivalent, for example NVQ level 2)	Application form/interview
	Strong numeracy and IT skills, particularly with Microsoft Excel and finance/accounting software.	Application form/interview
	Good written and verbal communication skills.	Application form/interview
	Experience of working in a finance or administrative role.	Application form/interview
Desirable requirements		
	Experience working in a school or educational environment.	Application form/interview
	Knowledge of school finance systems (e.g. SIMS, ParentPay, PS Financials).	Application form/interview
	Understanding of public sector or education finance practices.	Application form/interview
	AAT Qualified or part-qualified	Application form/interview