

**Great Heights Academy Trust**

**Person Specification**

**Finance Assistant**

**Scale 5 / Scale 6 - depending on experience**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working in a busy office environment and dealing with multiple work streams</li> <li>• Previous finance and accounting experience (at least four years)</li> <li>• Experience of using software systems for finance administration</li> <li>• Experience of producing financial information for a range of stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an academy or similar establishment</li> <li>• Involvement in year-end accounts production</li> <li>• Experience of payroll administration and processes</li> </ul>	From Application Form Interview References
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• At least five GCSE's, which must include at least a B grade in mathematics and English.</li> <li>• Entry level qualification in accountancy/bookkeeping</li> </ul>	<ul style="list-style-type: none"> <li>• Ideally AAT qualified</li> <li>• Evidence of personal commitment to CPD</li> </ul>	From Application Form Interview Certificates
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> <li>• Be adept at problem solving, including being able to identify and resolve issues in a timely manner</li> <li>• Possess strong interpersonal skills with the ability to build and form good relationships with colleagues and pupils and work as part of a team</li> <li>• Be able to communicate clearly, both written and orally</li> <li>• Effectively read and interpret information, present numerical data in a resourceful manner and gather and analyse information</li> <li>• Be organised, accurate and thorough in their work</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Access accounting or similar school accounts system</li> <li>• Intermediate excel</li> <li>• Full Current Driving Licence and use of a car which is insured for business use</li> </ul>	From Application Form Interview References

	<ul style="list-style-type: none"> <li>• Be dependable, able to follow instructions and respond to management directions</li> <li>• Have excellent working ICT knowledge, particularly excel and Microsoft Office</li> <li>• The ability to record and analyse data using different systems</li> <li>• Ability to deal with confidential information</li> </ul>		
TRAINING	<ul style="list-style-type: none"> <li>• Willingness to attend appropriate training</li> </ul>		Application Form Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• A warm, engaging and transparent personality</li> <li>• The ability to remain calm under pressure</li> <li>• The ability to work independently</li> <li>• A willingness to 'go the extra mile'</li> <li>• An ability to quickly adapt to changes</li> <li>• Initiative and ability to prioritise one's own work</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Efficient and meticulous organisation</li> <li>• Desire to enhance and develop knowledge through CPD</li> <li>• Able to attend evening meetings if required</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> </ul>		Application Form Interview References