



## Finance Assistant

### Person specification

Qualifications	Essential	Desirable	Method of assessment/Evidence
Level 2 (GCSE Equivalent) English and Maths	✓		Appropriate original certificates
AAT Qualification		✓	
First Aid		✓	
Experience			
Office and customer service work	✓		Application form Interviews References
Working knowledge of accountancy	✓		
Understanding of the education sector		✓	
Working knowledge of ParentPay		✓	
Basic skills, characteristics and competences			
Awareness of and commitment to the safeguarding and welfare of children	✓		Application form Interviews References
Ability and willingness to communicate on a day-to-day basis with staff, students and parents	✓		
Strong IT skills	✓		
Ability to manage multiple tasks, and prioritise workload to deadlines	✓		
Personal qualities			
Confidentiality and discretion	✓		Application form Interviews References
Excellent organisation skills and attention to detail and accuracy	✓		
Good team player	✓		
Patience and diplomacy	✓		
Flexibility, initiative and resilience	✓		
Ability to seek and act on advice	✓		
High expectations of self and others	✓		