



Inspire. Learn. Grow.

The Sherwood School

Person Specification for Finance Assistant

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• Very good numeracy/literacy skills• Excellent interpersonal skills	<ul style="list-style-type: none">• Experience of working in accounts processing• Experience of using finance software• NVQ3 or equivalent qualification or experience in relevant discipline
Skills & Knowledge	<ul style="list-style-type: none">• Effective use of ICT and other specialist equipment/resources• Full working knowledge of relevant polices/codes of practice and legal compliance• Ability to relate well to children and adults• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	<ul style="list-style-type: none">• Ability to self-evaluate learning needs and actively seek learning opportunities• Awareness of relevant legislation
Personal Qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils, Parents and staff alike• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality	

Notes:

This job description may be amended at any time in consultation with the post holder.