

THE FORGE TRUST
SENIOR FINANCE ASSISTANT PERSON SPECIFICATION

Qualifications and Training	<i>Essential</i>	<i>Desirable</i>	<i>Evidence</i>
Education	5 A-C GCSE's or equivalent-including English and maths	AAT or other finance qualification	A Certificates at Interview
Professional Development	Evidence of sustained participation in CPD	Participation with other schools / agencies	A/I/R
Experience	<i>Essential</i>	<i>Desirable</i>	
Leadership and management responsibility	Work experience in a financial role – minimum 3 years Ability to carry out month end financial procedures Preparing and monitoring budgets Analytical and problem-solving skills with the ability to identify process gaps and recommend effective solutions.	Understanding data protection legislation	A/I/R
Resources	Good working knowledge of finance operation processes and experience delivering process improvement. Proficient in accounting software. A good working knowledge using Microsoft Office 365		A/I/R
Knowledge, Skills and qualities	<i>Essential</i>	<i>Desirable</i>	
Management		Experience of line managing others/ working in a team	A/R

Personal, interpersonal and communication skills	Willingness to constructively challenge the work of self and others to continually improve own and team performance Proven ability to deal sensitively with people and to resolve conflicts Flexible and approachable Resilient under pressure-can work to deadlines Ability to adapt to changing priorities and demands Positive and energetic approach to work Committed to the development of the professional and personal wellbeing of all staff Committed to safeguarding and promoting the welfare of children, expecting all staff to share this commitment		A/I/R
Other	Willingness to participate in professional development to improve role performance Willingness to travel to other sites as required. Clean drivers licence		