**Person Specification**

**Post Title: Finance Assistant**

**Location: The Auriga Academy Trust, Twickenham.**

The appointment panel will be looking for evidence that the candidate has demonstrated their ability to fulfill the criteria.

Please use the key below to identify which sources we will be looking at for the evidence that the criteria have been met.

A Application I Interview R References

|  |  |  |
| --- | --- | --- |
|  | **Source** | **Essential (E) or**  **Desirable (D)** |
| Education and Qualifications | | |
| Can demonstrate a high standard of literacy, oral and written communication. | A, I | E |
| Achieved a qualification in English/literacy and mathematics/numeracy to at least Level 2 of the National Qualifications Framework. | A | E |
| Experience | | |
| Can evidence previous experience of working as an Accounts Payable Assistant. | A | E |
| Has experience of working in a finance role with responsibility for bank and balance sheet reconciliations including prepayments and accruals. | A | E |
| Has experience of supporting on projects / initiatives, involving planning and working independently resulting in successful completion of agreed outcomes. | A, I | E |
| Has experience of developing effective working relationships with fellow colleagues ensuring consistency of agreed good practice. | A, I | E |
| Can demonstrate exemplary attention to detail. | A, I | E |
| Skills/Abilities/Knowledge | | |
| Has knowledge of Safeguarding Children | A, I | D |
| Has a good knowledge of Microsoft Office and Google Office. Proficiency in Word, Excel, Outlook and PowerPoint. | A, I | E |
| Has experience of working with finance management information systems or other databases. | A, I | E |
| Can demonstrate an understanding of the importance of confidentiality and sensitivity of information. | I | E |
| Personal qualities | | |
| Has a good organisational approach with the ability to prioritise work to achieve deadlines using own initiative. | A,I | E |
| Has excellent time management skills and an ability to maintain a high standard of work under pressure. | A,I | E |
| Has the ability to work as part of a team and to be flexible in approach with willingness to work collaboratively. | A, I | E |
| Has a commitment to developing own performance through taking part in review exercises and training and development opportunities. | A, I | E |
| Other | | |
| Willingness to work between all school campuses to support colleagues. | I | D |