



## Person Specification

### Finance Assistant

<b>Criteria</b>	
<b>Experience and Qualifications:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience of working within a finance setting</li><li>• Experience of using computerised financial systems</li><li>• Experience of working effectively with Microsoft Excel</li></ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"><li>• A minimum of two years of experience in an administrative or financial role within a school or educational environment.</li><li>• Experience with cashiering duties and handling transactions.</li><li>• Experience in reconciling online payment systems</li><li>• Accounting qualifications or certifications</li></ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively and build rapport with others</li><li>• Attention to detail and ability to produce accurate work</li><li>• Excellent time management and the ability to organise and prioritise work to meet deadlines</li><li>• Ability to work at pace when required and to remain calm under pressure</li><li>• Ability to adapt to changing circumstances</li><li>• Ability to work independently, exercise judgement confidently and take responsibility for tasks, seeking guidance where appropriate</li><li>• Ability to work flexibly as part of a team, giving and asking for support as needed</li><li>• Ability to listen and understand others' needs and perspectives</li><li>• Good knowledge of and confidence in using MS Office (including Outlook, Word, Excel)</li><li>• Ability to develop knowledge of and work with other software products, systems and technology</li><li>• Strong literacy and numeracy skills</li><li>• Knowledge and understanding of safeguarding and child protection requirements</li><li>• Knowledge and understanding of data protection requirements as they relate to working in an administrative role in a school</li></ul>

### Personal Qualities:

- Highly effective communicator with colleagues, parents, pupils and external visitors and agencies
- A professional and 'customer focussed' approach – positive, helpful and friendly with a 'can do' attitude
- A team player
- Proactive and motivated, seeking solutions to issues as they arise
- Conscientious and reliable with a keen sense of responsibility
- Diplomatic, with an awareness of the importance of tact, discretion and confidentiality
- Empathy for the pressures faced by those in other roles, including team colleagues, teachers and senior leaders
- An ability to self-identify training needs and take responsibility for meeting these
- A commitment to the safety, wellbeing and safeguarding of pupils
- A commitment to equality and diversity in practice and behaviour