

PERSON SPECIFICATION

Post Title: Finance Assistant	Service: Finance Department	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ4 Qualification or experience in a relevant discipline Very good numeracy and literacy skills Good knowledge of financial systems Good knowledge of financial reporting	Association of Accountancy Technicians Certificate in School Business Management	A/I/R
Experience		
Experience of managing financial and administrative systems Financial and Administrative experience gained within the school or educational setting Experience of education ICT systems and/or other management information systems. Experience of supervising staff Experience of managing budgets		A/I/R
Skills and competencies		
Effective use of ICT and other specialist equipment/resources Good ICT and keyboard skills, MS Office, word processing and excel Ability to work with children and adults Ability to work as a member of a team Ability to self evaluate learning needs and actively seeking learning opportunities		A/I/R
Physical, mental and emotional demands		
To have a flexible approach to the working day to meet the needs of the organisation Enhanced, regular periods of concentrated mental attention and pressures from deadlines, interruptions or conflict Regular telephone and face to face contact with the public and suppliers on matters related to finance – could include verbal abuse or confrontational situations		A/I/R
Other		
Willingness to take and act on advice High expectations of oneself and of students A commitment to and interest in the wellbeing, support and achievement of students Energy and enthusiasm A belief in teamwork and co-operation with adults and students A willingness to challenge oneself to seek continuous improvement To be positive about the need for innovation and change Flexibility, imagination and resilience, reliability and integrity A positive attitude to school Self awareness	Interested in further professional development	A/I/R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits