

**Personal Specification
Finance Assistant**

Qualification and Knowledge

Essential Criteria		Desirable Criteria	
Good knowledge of using Microsoft Office i.e. Word, Excel		Knowledge of SIMS and FMS	
		Hold or working towards a finance qualification e.g. AAT, ACCA/CMA	

Achievements and Experience

Essential Criteria		Desirable Criteria	
Good interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy		Previous experience of working in an educational setting	
An understanding of finance, financial control and audit requirements		Experience of working within a similar finance or business based role	
A knowledge/ understanding of issues that may face people with disabilities			
Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines; systematic in approach to tasks, with attention to detail			
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately			
Friendly telephone manner and good numeracy/literacy skills			
Experience of establishing good relationships with external suppliers and partners			
Exceptional awareness of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people			
Experience of working within a similar finance or business based role			

Skills & Abilities

Essential Criteria		Desirable Criteria	
Good written, oral communication and Keyboard skills			
Good command of written and spoken English			
Willingness to assist and support colleagues unprompted across a wide variety of administrative tasks to promote the overall growth of the School/Service			
Ability to establish and maintain administrative systems and records			
Ability to work unsupervised and to assess conflicting priorities and meet deadlines			
Able to work on own initiative and demonstrate the ability to make decisions			
Willingness to work flexibly and independently within the requirements of a demand driven Service			
Good ICT skills with the ability to quickly learn new or unfamiliar software/systems			
An understanding of the needs of vulnerable people			
Ability to summarise and record information in a way that can be readily understood by others			
An understanding of the equal opportunities policy and how it is implemented			
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality			
Work constructively as part of a team, understanding responsibilities and in own position			
Willingness to keep up to date with the relevant training and development requirements to meet the needs of the role			