

FINANCE ASSISTANT – PERSON SPECIFICATION

Attributes	Essential	Desirable	Essential criteria evidenced by – AF (Application Form); T (Test); I (Interview); R (References)
Education, Training and Qualifications <i>(evidence of qualifications will be required at interview)</i>	E1 - Minimum of 4 GCSEs or equivalent (must include English and Maths at C or above)	D1 - Finance qualification (i.e. AAT)	AF
Experience	E2 - Recent (i.e. within last 5 years) experience of working within a financial environment E3 - Experience of operation and control of administrative systems E4 - Experience of working effectively under pressure to tight deadlines E5 - Experience of Microsoft applications	D2 - Experience of working within school finance/administration D3 - Experience of working with specialist financial software applications including Excel D4 - Experience of Sims Finance 6 software	AF/Interview/References
Knowledge, Skills and Abilities	E6 - Ability to demonstrate a clear understanding of good financial practice E7 - Ability to work on own initiative E8 - Ability to communicate effectively and appropriately at all levels E9 - Excellent ICT skills, confident user E10 - Attention to detail and problem-solving skills E11 - Excellent time management skills and ability to multi-task and prioritise work E12 - The ability to work calmly under pressure whilst maintaining accuracy and efficiency E13 - Ability to plan and prioritise workloads to meet deadlines E14 - Ability to work as part of a team E15 - Ability to set and maintain high professional standards E16 - Ability to maintain strict confidentiality E17 - Ability to work flexibly with people E18 - Ability to learn new systems quickly E19 - Ability to set and maintain high professional standards	D5 - Knowledge and understanding of the 'Schools Financial Value Standard'	AF/Interview/References/Test

Personal Qualities	E20 - Firm but friendly approach E21 - Willingness to be flexible on working hours at times, according to the needs of the school E22 – A positive demeanour with a good sense of humour E23 - Reliable, conscientious and hard working E24 - High expectations of self and professional standards		AF/Interview/ References
Other	E25 - An understanding of the diverse demands of working in a multi-cultural environment E26 - Satisfactory attendance record/commitment to sustained and regular attendance at work E27 - To work within school policies and procedures E28 – Committed to promoting their professional development and achieving desired qualifications. E29 - To contribute to the provision of an effective environment for learning E30 - To take care for their own and others health and safety E31 - Commitment to safeguarding and protecting the welfare of children and young people.		AF/Interview/ References

Updated: May 2025