

PERSON SPECIFICATION

Job Title:	Finance Assistant	Salary: Grade 3
Location:	Whitley Academy	

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	- GCSE's grade C or above in English and Maths or equivalent - Full driving license and own transport	- Familiar with public sector accounting 2 A Levels (or equivalents) - Desire to complete AAT qualification	Application Form Certificate Check
Knowledge and Experience	- Work with minimum supervision - Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel - Minimum of 2 years' experience working in a busy finance environment	- Experience with working with a financial system although full training will be given - Experience of working in a school environment - Having an understanding of GDPR	Application Form Interview
Skills and Abilities	- Excellent written and verbal communication skills - Organised with the ability to meet tight deadlines - Decisive and acts promptly under pressure - Flexible and positive approach to work - Working in a busy finance office and being adaptable to changing work patterns - Ability to work alone, and be part of a team and be self-motivated - Ability to manage a substantial workload and prioritise effectively - Respect confidentiality and the sensitive nature of working within a school environment - To work with frequent interruptions - Able to attend meetings as and when required.	- Proactive approach to training and development - Mentoring new team members	Application Form Interview
Other	This post is exempt from the Rehabilitation of Offenders Act 1974. An enhanced Disclosure and Barring Service check will be required prior to appointment		DBS Disclosure