



## PERSON SPECIFICATION

|            |                           |                        |
|------------|---------------------------|------------------------|
| Job Title: | <b>Finance Assistant</b>  | Salary: <b>Grade 3</b> |
| Location:  | <b>Finham Park School</b> |                        |

|                                     | <b>Essential Criteria</b>  | <b>Desirable Criteria</b>  | <b>Measured By</b>                        |
|-------------------------------------|--|--|---|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>GCSE's grade C or above in English and Maths or equivalent</li> <li>Full driving license and own transport</li> </ul>   | <ul style="list-style-type: none"> <li>Familiar with public sector accounting</li> <li>2 A Levels (or equivalents)</li> <li>Desire to complete AAT qualification</li> </ul>  | Application Form<br><br>Certificate Check |
| <b>Knowledge and Experience</b>     | <ul style="list-style-type: none"> <li>Work with minimum supervision</li> <li>Experience of using all Microsoft Office applications, in particular Outlook, Word and Excel</li> <li>Minimum of 2 years' experience working in a busy finance environment</li> </ul>  | <ul style="list-style-type: none"> <li>Experience with working with a financial system although full training will be given</li> <li>Experience of working in a school environment</li> <li>Having an understanding of GDPR</li> </ul> | Application Form<br><br>Interview         |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Organised with the ability to meet tight deadlines</li> <li>Decisive and acts promptly under pressure</li> <li>Flexible and positive approach to work</li> <li>Working in a busy finance office and being adaptable to changing work patterns</li> <li>Ability to work alone, and be part of a team and be self-motivated</li> <li>Ability to manage a substantial workload and prioritise effectively</li> <li>Respect confidentiality and the sensitive nature of working within a school environment</li> <li>To work with frequent interruptions</li> <li>Able to attend meetings as and when required.</li> </ul> | <ul style="list-style-type: none"> <li>Proactive approach to training and development</li> <li>Mentoring new team members</li> </ul>   | Application Form<br><br>Interview         |
| <b>Other</b>                        | 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                            |