



FINHAM PARK
MULTI ACADEMY TRUST

FINANCE ASSISTANT - PERSON SPECIFICATION

GRADE 3

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	<ul style="list-style-type: none">GCSE's grade C or above in English and Maths or equivalentFull driving license and own transport	<ul style="list-style-type: none">Familiar with public sector accounting2 A Levels (or equivalents)Desire to complete AAT qualification	Application Form Certificate Check
Knowledge and Experience	<ul style="list-style-type: none">Work with minimum supervisionExperience of using all Microsoft Office applications, in particular Outlook, Word and ExcelMinimum of 2 years' experience working in a busy finance environment	<ul style="list-style-type: none">Experience with working with a financial system although full training will be givenExperience of working in a school environmentHaving an understanding of GDPR	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none">Excellent written and verbal communication skillsOrganised with the ability to meet tight deadlinesDecisive and acts promptly under pressureFlexible and positive approach to workWorking in a busy finance office and being adaptable to changing work patternsAbility to work alone, and be part of a team and be self-motivatedAbility to manage a substantial workload and prioritise effectivelyRespect confidentiality and the sensitive nature of working within a school environmentTo work with frequent interruptionsAble to attend meetings as and when required.	<ul style="list-style-type: none">Proactive approach to training and developmentMentoring 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

