



THE FITZWIMARC SCHOOL

TRADITIONAL VALUES – LASTING SUCCESS

PERSON SPECIFICATION – FINANCE ASSISTANT

	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none">• Experience of financial protocol• Experience of working in a busy office environment and meeting deadlines• Working effectively as part of team• GCSE Maths & English Grade C or above (or equivalent)	<ul style="list-style-type: none">• Working in an educational environment• Working knowledge of financial school policies and procedures
Knowledge	<ul style="list-style-type: none">• Good working knowledge of Microsoft Office (Word & Excel)• Understanding of Safeguarding and child protection procedures	<ul style="list-style-type: none">• Working knowledge of school financial accounting package – SIMS FMS (FMS6)
Skills	<ul style="list-style-type: none">• Strong organisational skills• Effective oral and written communication skills• Good interpersonal skills and ability to build effective relationships with colleagues and external contacts• Ability to prioritise and manage own time effectively maintaining levels of accuracy during busy times.• Work on own initiative	
Personal Qualities	<ul style="list-style-type: none">• Flexible approach to working time• Self motivated• Ability to remain calm under pressure• Reliable & punctual	