



Person Specification for Finance Assistant

1. Qualifications and Experience	Essential	Desirable
Experience in general administration and finance	✓	
Educated to NVQ Level 2 or equivalent	✓	
Knowledge of school financial policies and procedures	✓	
NVQ Level 2 in Maths or equivalent	✓	
NVQ Level 2 in English or equivalent	✓	
Ability to use word processor and wide range of financial and administrative IT packages.	✓	
Experience of PS Financials would be an advantage	✓	
2. Communication	Essential	Desirable
Ability to complete returns and financial information appropriate to the role	✓	
Ability to exchange verbal information clearly and sensitively	✓	
Seek support to overcome communication barriers with children and adults		✓
Ability to negotiate effectively to achieve best outcomes.	✓	
3. Working with children	Essential	Desirable
Understand the school's behaviour management policy		✓
Basic understanding of the learning experience provided by the school		✓
Basic understanding of the way in which children develop		✓
4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the school team	✓	
Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school	✓	
Ability to establish rapport and respectful and trusting relationships with others	✓	
Ability to make an distinctive contribution to the work of a team	✓	
Contribute to the development and implementation of effective systems to share information	✓	



5. Responsibilities	Essential	Desirable
Excellent organisational skills		✓
Ability to remain calm under pressure		✓
Ability to supervise and monitor the work of others		✓
Ability to manage works contracts		✓
Ability to manage own time effectively		✓
Demonstrate a flexible approach		✓
6. General	Essential	Desirable
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.		✓
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.	✓	