



Person Specification

Finance Assistant

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Good general education, with GCSEs or equivalent in English and Maths 		✓
<ul style="list-style-type: none"> Experience in administering financial management: purchase ledger; sales ledger; charge card and on-line cash collection systems 	✓	
<ul style="list-style-type: none"> Experience in using IT systems including excel, dedicated finance management packages and management information systems 	✓	
<ul style="list-style-type: none"> Knowledge and clear understanding of VAT in the sector 		✓
<ul style="list-style-type: none"> Experience in the ability to embrace and embed new systems and procedures 		✓
<ul style="list-style-type: none"> Experience of preparing financial related reports for managers 		✓
<ul style="list-style-type: none"> Knowledge and experience of working within academy and statutory financial regulations 	✓	
<ul style="list-style-type: none"> Experience of working in a busy public sector organisation 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Excellent time management skills and the ability to remain calm and focused under pressure 	✓	
<ul style="list-style-type: none"> Excellent organisational skills; able to handle multiple tasks and meet deadlines 	✓	
<ul style="list-style-type: none"> General knowledge and experience of using IT including Microsoft, financial and budgeting packages such as Excel, Word, Outlook, PS Financials and HCSS 	✓	
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 		✓
<ul style="list-style-type: none"> Ability to solve problems with a forward thinking and committed approach 	✓	
<ul style="list-style-type: none"> Ability to produce clear and well-formatted documents 		✓
<ul style="list-style-type: none"> Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> Thoroughness and excellent attention to detail 	✓	
<ul style="list-style-type: none"> Ability to work under pressure 	✓	



<ul style="list-style-type: none"> • Ability to take responsibility for work, prioritising and scheduling in order to meet deadlines 	✓	
<ul style="list-style-type: none"> • Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> • High standards of professionalism and confidentiality 	✓	
<ul style="list-style-type: none"> • Highly motivated with the ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> • An approachable team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> • Common sense, co-operation and positive approach 	✓	
<ul style="list-style-type: none"> • Adaptable, open to change and willing to take on challenges with enthusiasm 	✓	
<ul style="list-style-type: none"> • Self-motivated and able to take the initiative 	✓	

GREATER THAN THE SUM OF ITS PARTS