**PERSON SPECIFICATION**

**Finance Assistant**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and Professional Memberships** | * Educated to at least GCSE including English and Maths | * Recognised professional qualifications e.g. AAT or other book-keeping or accountancy qualification (or working towards one) |
| **Professional Experience** | * Able to organise tasks and prioritise * Competent in IT systems and MS office including Excel * Competent in use of financial or accountancy systems | * Experience of Sims FMS * Procurement experience and resource management * Experience of working in educational settings |
| **Personal and Professional Qualities** | * Excellent numeracy & literacy skills * Ability to keep organised and accurate financial records * Good organisational skills * Self-motivation * Able to complete tasks within set timescales and to a high standard * Good interpersonal skills including the ability to manage relationships with external contacts * Able to work within a wider admin team and adapt to changing circumstances |  |
| **Professional Development** | * Commitment to continuous self-development * Desire and willingness to learn new skills and respond positively to advice and guidance |  |
| **Professional Values** | * Approachable and friendly * Flexible and adaptable * Calm when working under pressure * An understanding of and a commitment to safeguarding, and promoting the welfare of children |  |
| **References** | * Two professional references including current/last employer |  |