**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)
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| **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
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| **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
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| **Professional Development** | * Commitment to continuous self-development
* Desire and willingness to learn new skills and respond positively to advice and guidance
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| **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
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| **References** | * Two professional references including current/last employer
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