

Finance Assistant Employee Specification

POST TITLE : FINANCE ASSISTANT

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Working with children Working in a previous financial position	Experience in a similar role in a school environment	Application/interview
EDUCATION, TRAINING AND QUALIFICATIONS	Educated to GCSE standard Numerical proficiency	Hold 5 x GCSE grade A-C to include Maths and English Understanding of Data Protection requirements	Application Application/interview
SKILLS AND KNOWLEDGE	Excellent communication and organisational skills Time management skills ICT capability, particularly with spreadsheets Ability to work accurately under pressure Thorough attention to detail	Knowledge of School Management Systems such as Bromcom/Sims etc. Familiarity with accounting/book keeping software and procedures Experience of working in a financial position/setting Able to work as part of a team and on own initiative	Application/interview Application/interview and simple test Interview Interview

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	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Willing to undergo an enhanced DBS check by the employer Ability to deal with constant interruptions Ability to manipulate data	The ability to be flexible and adapt to deadlines and late requests Good sense of humour and positive outlook	Application/interview Application/interview
WORKING ARRANGEMENTS	Office based Part time, term time only (38 weeks per year)		

THE POST IS SUBJECT TO:
 DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. YES

IS THE POST POLITICALLY RESTRICTED? NO