

PERSON SPECIFICATION: Finance Assistant

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge and Skills	<ul style="list-style-type: none"> • Proficiency in Microsoft Excel and Word • Working knowledge of computerised finance systems and controls • Basic accounting principles • Good written and oral communication skills • Good organisational skills 	<ul style="list-style-type: none"> • Knowledge of FMS (schools finance management system) 	<ul style="list-style-type: none"> • Application/Task • Application • Application/Task • Application/Interview • Interview
Experience	<ul style="list-style-type: none"> • Working in a financial environment • Planning own workload to meet deadlines • Developing and administering procedures and systems 	<ul style="list-style-type: none"> • Experience of working in a School or other educational setting 	<ul style="list-style-type: none"> • Application • Application • Application
Qualifications	<ul style="list-style-type: none"> • Good standard of education including GCSE English and Mathematics (Grade C or above) or equivalent 	<ul style="list-style-type: none"> • Hold or be studying towards a finance related qualification 	<ul style="list-style-type: none"> • Application • Application
Other	<ul style="list-style-type: none"> • Ability to work effectively under pressure and meet deadlines • Ability to work as part of a team • Be proactive in undertaking further professional development 		<ul style="list-style-type: none"> • Interview • Interview • Application/Interview