****St Andrew’s School**

A school with Quaker values

Aylmerton Hall ⬩ Holt Road

Aylmerton ⬩ Norfolk ⬩ NR11 8QA

Telephone: 01263 837927

Email: [head@standrewsschool.co.uk](mailto:head@standrewsschool.co.uk)

Executive Head: Julie Jackson

Head of school: Jim Collin

Person Specification

Finance Assistant

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| GCSE English & Maths Grades A-C  (or equivalent) | **X** |  |
| Finance specific qualification NVQ2/3 |  | **X** |
| AAT qualification |  | **X** |
| Training in excel and other Microsoft packages |  | **X** |
| **Knowledge** |  |  |
| Good knowledge of relevant policies/standards/regulatory matters | **X** |  |
| Knowledge of safeguarding legislation and procedures | **X** |  |
| Effective and proven behaviour management strategies |  | **X** |
| **Experience** |  |  |
| Experience of working in finance and maintain income and expenditure records | **X** |  |
| Experience of working in a school setting |  | **X** |
| Experience of using accounting software packages |  | **X** |
| Experience of using payroll software |  | **X** |
| **Skills/Knowledge** |  |  |
| Ability to use own initiative and work as part of a team or alone | **X** |  |
| Committed to safeguarding children | **X** |  |
| Willing to attend relevant training | **X** |  |
| Good oral and written communication skills | **X** |  |
| Reliable & Trustworthy | **X** |  |
| Good time management skills | **X** |  |
| ICT skills | **X** |  |
| Flexibility to adapt to changing needs and work demands | **X** |  |
| Able to plan, organise and prioritise workload | **X** |  |
| Ability to remain calm | **X** |  |
| High standards | **X** |  |
| Good knowledge of relevant policies/standards/regulatory matters | **X** |  |
| Ability to assist school staff at all levels | **X** |  |