Finance Assistant - Person Specification

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| Experience  ▪ Experience of working in an administrative and finance support environment  ▪ Knowledge of ParentPay, Sims, PSF Financial would be advantageous |
| Qualifications/Training  ▪ Effective written and verbal communication skills to liaise with a wide range of people at all levels  ▪ Possess good numeracy skills |
| Knowledge/Skills  ▪ Ability to plan and prioritise own workload, and that of others to meet deadlines within fixed timescales  ▪ Accuracy and precision when preparing, maintaining and monitoring financial data and producing relevant information  ▪ Excellent personal and office organisational skills and ability to develop and maintain effective administrative systems  ▪ Ability to produce accurate minutes or notes from meetings  ▪ Willingness to undergo minor first aid training  ▪ Demonstrable ability to operate various software packages, e.g. Microsoft Word and Excel, and information technology systems  Have a general knowledge and awareness of the regulatory framework of schools and education  ▪ Have the ability to relate well to children and adults  ▪ Be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these  ▪ Have the ability to identify your own training and development needs and cooperate with the means to address these needs |
| Personal Style and Behaviour  Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.  Self-motivation and personal drive to complete tasks to the required timescales and quality standards.  The flexibility to adapt to changing workloads demands and new school challenges.  Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.  Personal commitment to continuous self-development.  Personal commitment to continuous school improvement.  Personal commitment to the school’s professional standards, including dress code as appropriate.  To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise  Be willing to consent to apply for an enhanced disclosure to a DBS. |