

DEPARTMENT FOR COMMUNITIES AND WELLBEING

Finance Assistant Person Specification

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training		
<ul style="list-style-type: none"> GCSE or equivalent level, including at least a grade 4 (grade C) in English and Maths 	✓	
<ul style="list-style-type: none"> AAT and / or relevant experience 	✓	
<ul style="list-style-type: none"> Qualified first aider, or willingness to be trained 	✓	
Experience		
<ul style="list-style-type: none"> Experience working as a Finance Assistant, preferably within a school environment 	✓	
<ul style="list-style-type: none"> Experience in the use of Financial Management Systems 	✓	
<ul style="list-style-type: none"> Working with children or young people 		✓
<ul style="list-style-type: none"> Effective communication and interpersonal skills, with the ability to work collaboratively in a team environment 	✓	
Skills and knowledge		
<ul style="list-style-type: none"> Ability to build strong relationships with suppliers and have effective negotiation skills 	✓	
<ul style="list-style-type: none"> Strong attention to detail and ability to work quickly and accurately in financial processing and reporting 	✓	
<ul style="list-style-type: none"> Ability to respond quickly and effectively to issues that arise 	✓	
<ul style="list-style-type: none"> Good oral and written communications skills 	✓	
<ul style="list-style-type: none"> Ability to plan, organise and prioritise to meet deadlines 	✓	
<ul style="list-style-type: none"> Ability to use own initiative and take action accordingly 	✓	
<ul style="list-style-type: none"> Ability to use IT packages including databases, word processing, spreadsheets and presentation software 	✓	
<ul style="list-style-type: none"> Ability to build effective working relationships with colleagues 	✓	

• Understanding of data protection and confidentiality	✓	
• Understanding of safeguarding	✓	
Personal qualities		
• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	✓	
• An organised individual who works in a methodical manner, with a high level of attention to detail	✓	
• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	✓	
• Commitment to a team approach; exchanging ideas and providing support to colleagues where needed	✓	
• Ability to work under pressure and prioritise effectively	✓	
• Commitment to maintaining confidentiality at all times	✓	
• Commitment to safeguarding and equality	✓	
• Experience in working in a fast-paced environment, demonstrating calmness when under pressure	✓	
• Deals with difficult situations effectively	✓	
• Patient, flexible and adaptable, meticulous and conscientious	✓	