

Ripplevale School

Finance Assistant

Person Specification

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| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Experience:** | Proven ability to support a significant finance function  Experience of working with Xero or similar accountancy software  Experience of Petty Cash management | Experience of financial operations of a school | Application Form  References  Interview |
| **Qualifications & Training:** | Good level of education up to at least GCSE with Maths and English  A financial or business related qualification | Working towards or already achieved a financial qualification | Application Form  References  Certificates of Qualification & Training |
| **Practical & Management Skills:** | Excellent computer skills including using Google.  Good communication skills (verbal and written)  Good telephone manner |  | Application Form  References  Interview Process |
| **Interpersonal Qualities & Attributes:** | Good interpersonal skills  Highly organised and methodical  The proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstances  Attention to detail and analytical approach to work. Accuracy and initiative are highly valued  Enthusiastic team player, with strong interpersonal and problem-solving skills  Highly flexible, able to multi-task and determination to overcome barriers and seek solutions. |  | Application Form  References  Interview Process |
| **Job Specific Requirements** | Commitment to SEND.  Commitment to equal opportunities. |  | Interview and application form |

*Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, visitors and volunteers to share this commitment.*