

Ripplevale School

Finance Assistant

 Person Specification

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| **Description** | **Essential** | **Desirable** | **Evidence** |
| **Experience:**  | Proven ability to support a significant finance functionExperience of working with Xero or similar accountancy softwareExperience of Petty Cash management | Experience of financial operations of a school | Application FormReferencesInterview |
| **Qualifications & Training:** | Good level of education up to at least GCSE with Maths and EnglishA financial or business related qualification | Working towards or already achieved a financial qualification | Application FormReferencesCertificates of Qualification & Training |
| **Practical & Management Skills:**  | Excellent computer skills including using Google.Good communication skills (verbal and written)Good telephone manner |  | Application FormReferencesInterview Process |
| **Interpersonal Qualities & Attributes:** | Good interpersonal skillsHighly organised and methodicalThe proven ability to maintain resilience and optimism in the face of challenges and changing priorities and circumstancesAttention to detail and analytical approach to work. Accuracy and initiative are highly valuedEnthusiastic team player, with strong interpersonal and problem-solving skillsHighly flexible, able to multi-task and determination to overcome barriers and seek solutions. |  | Application FormReferencesInterview 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.*