



RIPPLEVALE
SCHOOL

**Ripplevale School
Finance Assistant
Person Specification**

Description	Essential	Desirable	Evidence
Experience:	Ability to support a significant finance function Experience of working with accountancy software Experience of Petty Cash management	Experience of financial operations of a school Experience of Xero accountancy package	Application Form References Interview
Qualifications & Training:	Good level of education up to at least GCSE with Maths and English	Financial or business related qualification	Application Form References Certificates of Qualification & Training
Practical & Management Skills:	Excellent computer skills Good communication skills (verbal and written) Good telephone manner	Knowledge of google work suite	Application Form References Interview Process
Interpersonal Qualities & Attributes:	Good interpersonal skills Highly organised and methodical Ability to maintain resilience and optimism during challenges and changing priorities Attention to detail and analytical approach to work. A team player Flexible with ability to multi-task		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.