



Person specification – Finance Assistant

Overview:

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone to deliver a high-quality finance service to colleagues, parents and the wider school, helping enable the Finance team to transition from a heavy reliance upon spreadsheets to a new Finance system and helping ensure continuing high quality service delivery post implementation.

Essential qualifications:

- Eligible to work in the UK
- An enhanced disclosure via the DBS (which the school can facilitate) or registration with the update service
- GCSE Maths & English

Desirable qualifications:

- Bookkeeping qualification, at least Part Qualified AAT or similar experience
- Safeguarding training
- A-Levels or equivalent
- Have a full clean manual driving licence

Essential experience:

- Technical skills and experience in Microsoft Office applications (Outlook, Word, Excel, & Power Point) for document production to a high standard
- Sales and purchase ledger systems

Desirable Experience:

- Experience of SIMS and FMS
- Previous experience working in a school
- Understanding of Keeping Children Safe in Education (KCSiE) and safeguarding in schools

Personal attributes:

- A team player with the temperament to thrive in a busy and sometimes pressured environment with a flexible, 'can-do' attitude
- Self-motivated, using initiative to cope with a varied workload and fluctuating priorities



- Awareness of Data Protection and confidentiality issues and the ability to maintain confidentiality with sensitive and confidential information
- Knowledge of the School's Data Retention Policy and Freedom of Information protocols.
- Knowledge of computerised and manual finance filing systems
- Excellent written and verbal communication skills
- Attention to detail, and able to produce accurate, and timely reports as required
- Able to build a confident and effective rapport with staff, parents, suppliers and children
- Sound judgment and problem-solving capabilities to deal with telephone or face to face queries
- Efficient, punctual, polite and reliable
- Warm, welcoming personality, with a sense of humour
- Committed to the aims and ethos of St Michael's Prep School
- Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health & Safety

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.