

The Orchard School – Person Specification -Finance Assistant



School: The Orchard School

Post: Finance Assistant

Salary: KSC

Hours: 37 hours per week, Term Time only + 5 CPD days

Responsible to: Business Manager

At The Orchard School, we believe that 'Everyone Matters and Everyone Cares'. We are looking for a nurturing, reliable and reflective individual who is committed to our therapeutic approach, values strong relationships and is passionate about helping pupils with SEMH needs succeed.

Essential Criteria

- Qualifications - Level 2 Diploma (or equivalent).
- General experience of working in a finance role.
- Literacy and numeracy skills.
- Keyboard skills applied with precision and speed.
- Computer literacy, including producing accurate documents and standardised reports using Windows word processing, basic spreadsheets, and database functions.
- Ability to organise and prioritise workload to meet deadlines.
- Ability to communicate basic financial information to teachers, staff, and external suppliers.
- Ability to receive and assess information by phone or in person and refer appropriately.
- Ability to investigate queries and anomalies.
- Ability to operate computerised and manual filing systems.
- Ability to process and maintain financial records.
- Excellent attention to detail.
- Ability to remain calm under pressure and handle a wide range of tasks.
- Commitment to equalities and the promotion of diversity.
- Knowledge of financial procedures such as order and invoice processing, bank reconciliations, financial reports, and account monitoring.
- Knowledge of procedures relating to a range of administrative activities, including various IT packages.
- Awareness of the school's Record Retention Policy and freedom of information protocols, or awareness of the need for these.

Desirable Criteria

- Ability to make improvements to filing systems (computerised or manual).
- Prior experience working specifically within a school or education finance environment

Personal Qualities

- Reliable and trustworthy, with a strong sense of confidentiality and integrity.
- Highly organised, with the ability to manage information and tasks effectively.
- Methodical and thorough, ensuring accuracy in all financial processes.
- Proactive and self-motivated, with a willingness to solve problems and improve systems.
- Calm and composed when working under pressure or handling competing priorities.
- Flexible and adaptable within a busy and changing school environment.
- Collaborative team player who works positively with colleagues across the school.
- Professional and approachable, with clear and respectful communication.
- Positive "can-do" attitude, contributing helpfully to the wider school team.
- Discreet and respectful when handling sensitive information.
- Committed to equality, diversity, and inclusive working practices.
- Strong problem-solving mindset, capable of resolving queries efficiently.
- Excellent attention to detail and accuracy.