

Person Specification

Finance Assistant | December 2025



The Stour Academy Trust

Person Specification for Finance Assistant

Experience:

- Experience in managing financial transactions including invoicing, purchase orders, reconciliations, and petty cash.
- Experience using financial management software and Microsoft Office applications, particularly Excel.

Skills and Competencies:

- Strong numerical and analytical skills with excellent attention to detail.
- Ability to maintain accurate and up-to-date financial records.
- Good organisational skills with the ability to manage multiple tasks and deadlines effectively.
- Strong communication skills, both written and verbal, to liaise effectively with staff, suppliers, and external agencies.
- Ability to work independently as well as part of a team.
- Discretion and confidentiality in handling sensitive financial information.
- A proactive approach to problem-solving and process improvement.

Personal Qualities:

- High level of integrity and professionalism.
- Reliable and trustworthy with a strong sense of responsibility.
- Flexible and adaptable to changing priorities and workloads.
- Commitment to continuous professional development.
- Positive attitude and willingness to support the wider goals of the Trust.
- Collaborative mindset, valuing teamwork and collective success.

Safeguarding:

- Willingness to undergo all necessary safeguarding checks, including an enhanced DBS check.
- Awareness of the importance of confidentiality and appropriate boundaries in a school environment.

