

## Person specification Finance Assistant

### Section 1 – Qualifications and Requirements

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
1.1 AAT/CAT or equivalent qualification or working towards; or relevant work experience.	x		x	
1.2 Minimum 5 GCSE's A-C including Mathematics and English (or equivalent)	x		x	

### Section 2 – Professional Experience and Knowledge

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
2.1 Experience working in a financial environment	x		x	
2.2 Experience working within the Education sector		x	x	x
2.3 Strong Excel and IT skills	x		x	x
2.4 Experience working in high transactional environment	x		x	x
2.5 Experience of using PS Financial and Tucasi accounting packages		x	x	x
2.6 Proven experience of sales and purchase ledger processing and maintenance	x		x	x
2.7 Experience of working on a number of different and separate tasks at once and the ability to deal with changing priorities	x		x	x
2.8 Experience maintaining manual and electronic filing systems		x	x	x

### Section 3 – Personal Aptitudes, Qualities and Skills

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
3.1 A good team player	x		x	x
3.2 A “can do” attitude	x		x	x
3.3 Awareness of team and department performance and how individual performance contributes to this	x		x	x
3.4 Strong technical skills	x			x
3.5 Attention to detail	x		x	x
3.6 Excellent interpersonal and communication skills	x			x

3.7 Ability to manage numerous deadlines and prioritise workload in order to achieve these deadlines	x			x
3.8 A commitment to work collaboratively in a Multi-Academy Trust	x			x
3.9 A commitment to Equal Opportunities	x			x
3.10 Able to understand the importance of confidentiality in the workplace	x			X

***Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children.  
This post is subject to checks against the Disclosure and Barring Service.***