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|  | **PERSON SPECIFICATION****Finance Assistant** |  |

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| Grade | Kent Range 3 |
| Responsible to | School Business Manager |

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| **Essential** |
| * Qualification in Maths and English GCSE or Equivalent Grade C minimum
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| * Excellent verbal communication skills
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| * Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring.
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| * Experience of working in a finance role
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| * Patience and ability to remain calm in stressful situations
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| * Demonstrate a working understanding of basic accounting principles
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| * An ability to find solutions and be proactive, and the initiative to act or ask when unsure.
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| * Highly computer literate able to use a range of packages to present information and extract information
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| * Able to work constructively as part of a team, understanding roles and responsibilities and your own position in these.
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| **Desirable** |
| * Previous experience in a finance role
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