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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 |
| * Excellent verbal communication skills |
| * Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring. |
| * Experience of working in a finance role |
| * Patience and ability to remain calm in stressful situations |
| * Demonstrate a working understanding of basic accounting principles |
| * An ability to find solutions and be proactive, and the initiative to act or ask when unsure. |
| * Highly computer literate able to use a range of packages to present information and extract information |
| * 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 |