**Finance Assistant**

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| **Person Specification** |
| **Personal Qualities** | **Essential** |
| * Proactive and autonomous
* Well organised
* Patient and good humoured
* Cope with a demanding workload
* Enthusiastic
* Respond calmly & resolve challenges
* Emotionally intelligent
* Team player
* Role model
* Professional demeanour and attire
* Self-reflective
* Committed to own professional development
 |
| **Desirable** |
| * Effective presence with students
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| **Knowledge & Skills** | **Essential** |
| * Educated to GCSE Grade ‘C’ or above in Maths & English (or equivalent)
* Self-management skills
* Creative approach to problem solving
* Ability to prioritise own workloads and to work to deadlines
* Good communication and organisational skills
* Confident disposition
* Understand and comply with all school policies and procedures
 |
| **Desirable** |
| * Knowledge and application of behaviour management strategies
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| **Specific Role Requirements** | **Essential** |
| * Must be literate in Microsoft programmes
* Sound knowledge of excel
* Able to work with & have an awareness of highly sensitive & confidential data
 |
| **Desirable** |
| * Knowledge of FMS6
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| **Experience** | **Essential** |
| * Experience of working within an office environment
 |
| **Desirable** |
| * Experience of financial procedures
* Previous experience of working in Education
* Experience of working alongside a number of stakeholders
* Experience of dealing with the public & young people
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| **Other**  | **Essential** |
|  |
| **Desirable** |
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| It is an essential criterion for all staff to understand their safeguarding responsibilities:* To be responsible for promoting and safeguarding the welfare of children and young people within the school
* To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
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**Date: .........................................................**

**Signed: .........................................................**