

### Ripplevale School - Person Specification – Finance Assistant (Part Time)

CRITERIA - headings and details for this post	ESSENTIAL	DESIRABLE
QUALIFICATIONS	GCSE English & Maths (passes)	Qualification in Business Administration or Finance
EXPERIENCE	<p>General experience of working in a finance role or as part of an admin role</p> <p>Ability to communicate basic financial information to staff and external suppliers</p> <p>Ability to investigate queries and anomalies when required</p> <p>Ability to process and maintain financial record</p> <p>Ability to operate computerised and manual filing systems and to make improvements where necessary</p>	Use of accountancy software
KNOWLEDGE	<p>Knowledge of a range of basic financial procedures, including order and invoice processing and account monitoring</p> <p>Requires knowledge and procedures for a range of administration activities including knowledge of various IT and finance package</p> <p>Use of MS office software</p>	Knowledge of sage software
SKILLS & ABILITIES	<p>Keyboard skills applied with precision and speed</p> <p>Ability to operate computerised and manual filing systems and to make improvements where necessary</p> <p>Understanding of excel spreadsheets and formulas</p> <p>Accurate numeracy skills</p>	

16/03/2020

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	Attention to detail and ability to work accurately and quickly Attention to numeric spreadsheets	
PERSONAL QUALITIES	Constantly seeks improvement of self, quality of work and systems Make sound judgements based on evidence Follow through with actions when requested Shows attention to detail Is a team worker always supporting others for the common good	
OTHER REQUIREMENTS	To portray a professional approach and appearance at all times	