



## Tunbury Primary School

### Person Specification for Finance Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 Diploma (or equivalent)
<b>EXPERIENCE</b>	Experience of working in a finance role
<b>PERSONAL QUALITIES</b>	Hard-working, honest, dependable and self-motivated
<b>SKILLS AND ABILITIES</b>	<p>Ability to communicate a range of financial information both verbally and in writing with the senior leadership team and other staff.</p> <p>Keyboard skills applied with precision and speed</p> <p>Must be computer literate and have previous experience of working within financial regulations.</p> <p>Must be aware of KCC Financial Regulations and understand other relevant school policies.</p> <p>Ability to prioritise own workloads and to work to deadlines is essential.</p>
<b>KNOWLEDGE</b>	Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances

	<p>Must be aware of KCC Financial Regulations and understand other relevant school policies.</p> <p>Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol.</p> <p>Knowledge of a range of IT systems</p> <p>Knowledge of computerised and manual filing systems</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety.</p>
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