



Person Specification - Finance & HR Assistant

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<p>Ability to work in an organised and methodical manner</p> <p>Ability to maintain efficient record keeping systems</p> <p>Ability to assist with the production of accurate records and reports as required</p> <p>Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents</p> <p>Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p>		Application /Interview
Knowledge	<p>A basic knowledge of the financial workings of a school</p> <p>Some knowledge of budget management and accounting techniques</p> <p>Knowledge of, or willingness to learn, a range of computer applications including financial management systems</p>	<p>To have working knowledge of SAGE 200.</p> <p>To have experience of SIMS.net</p>	Application /Interview
Education & Qualifications	<p>Educated to at least GCSE /O Level grade C or above in Maths and English</p>	<p>A recognised qualification in financial management or the equivalent</p>	Application /Interview

Experience	<p>Some experience of budget monitoring and account reconciliation</p> <p>Experience of producing standard financial reports</p> <p>Experience of undertaking a range of clerical and administrative duties, including data input and retrieval</p>	<p>Experience in the primary education sector</p> <p>Experience in payroll administration</p>	Application /Interview
Personal Attributes	<p>Ability to demonstrate commitment to Equal Opportunities</p> <p>Willingness to participate in further training and developmental opportunities offered by the Academy and county, to further knowledge</p> <p>A willingness to participate in the wider life of the Academy</p> <p>Commitment to providing high-quality education to young people</p> <p>Excellent communication & organizational skills</p> <p>Excellent people management skills</p> <p>Able to work independently but also as part of a team</p>	<p>Completer/Finisher</p> <p>Flexibility and creativity</p>	Application /Interview
February 2017			