

Person Specification

Job Title: Finance Assistant (Secondary)

| Knowledge & Experience | Essential | Desirable |
|---|------------------|------------------|
| Must be ICT literate and comfortable using Microsoft Office | ✓ | |
| Working accurately and efficiently under pressure | ✓ | |
| Dealing with orders, invoices and payments reconciliations. | | ✓ |
| A clear understanding of the workings of academies and the financial environment they operate within. | | ✓ |
| Good knowledge of computerised financial information systems, spreadsheets and databases. | | ✓ |
| | | |
| Qualifications | | |
| 5 GCSE's including Maths and English at grade C or above (or equivalent) | ✓ | |
| 2 A-Levels, including Maths at grade C or above | | ✓ |
| Accountancy qualification or studying towards one | | ✓ |
| Willingness to undertake professional development | ✓ | |
| | | |
| Skills | | |
| Must be able to communicate confidently with staff, parents, and students. | ✓ | |
| Able to prioritise and manage workloads | ✓ | |
| Excellent analytical skills, with great attention to detail | ✓ | |
| Able to work as part of a team and independently | ✓ | |
| Problem solving | ✓ | |