

## Person Specification

**Job Title:** Finance Assistant

<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
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.		✓
<b>Qualifications</b>		
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	✓	
<b>Skills</b>		
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	✓	