



## FINANCE AND ADMINISTRATION ASSISTANT PERSON SPECIFICATION

<b>QUALIFICATIONS AND EXPERIENCE</b>
<b>Essential</b>
Minimum 5 GCSE's (A-C) or equivalent, including English and Maths
Experience in financial administration
<b>Desirable</b>
Business qualification, AAT or similar
Experience in financial administration in an academy or school or charity/not-for-profit organisation
<b>RELEVANT SKILLS AND KNOWLEDGE</b>
<b>Essential</b>
Excellent numeracy skills
Effective use of ICT packages and good keyboard skills, in particular with Microsoft Word and Excel
Good written and verbal communication skills
<b>Desirable</b>
Experience of Sage and ParentPay
<b>PERSONAL ATTRIBUTES</b>
<b>Essential</b>
Ability to work constructively as part of a team, understanding school roles and responsibilities
Excellent attention to detail with an ability to work accurately and exercise initiative, judgement and solve problems
Ability to identify own training and development needs and work to address these
Ability to relate well to children and adults including the ability to manage all communications and public contact in a friendly, approachable and efficient manner
Self-motivated and passionate about the delivery of quality service
Committed to the highest standards of child protection
Recognise the importance of personal responsibility for health and safety
Committed to the trust's ethos, aims and its whole community
Willing to embrace change
Personal capacity to deal directly and thoroughly with problems and to see them through in a detailed and complete manner
Committed to upholding the trust's vision and values
Demonstrate professional and personal integrity
Committed to inclusion and the right for all to fulfil their potential