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| Finance Assistant – Person Specification | | | |
| Attributes | Essential | **Desirable** | Evidence |
| Education, Training and Qualifications | * GCSE 5A\* to C including English and Mathematics or equivalent * Evidence of recent and relevant training * Knowledge of Financial Rules | * Level 3 or Higher Qualifications * Business Management Apprenticeship | Application form and letter |
| Experience | * Working with young people * Understand the challenges associated with inclusion within an urban environment * Minimum 2 years of work experience in school finance or a finance related industry * Experience of budget setting and monitoring in a school or other environment * Experience of leading and managing others | * Working in an industry which is “people focussed” | Application form, letter |
| Skills and Abilities | * Anticipate problems, develop creative solutions * Set and achieve ambitious, challenging goals and targets for self * Listen to and reflect on feedback from others * High level of oral, written and ICT skills * Excellent presentation skills * Excellent personal presentation * Able to build and maintain positive relationships with individuals and groups * Prioritise, plan and organise self | * Use of Fusion Accounting System * Use of SIMS | Letter  Interview  Line Manager reference |
| Motivation and Personality | * Commitment to inclusion * Ambitious for career development * Team player * Positive attitude * Relentless optimism * Genuine concern for the welfare of others |  | Letter  Interview  Line Manager reference |
| Personal | * Able to work under pressure and manage own stress * Willing to accept the demands and challenges of the post and respond in a flexible manner |  | Interview |