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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
 | LetterInterviewLine 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
 |  | LetterInterviewLine 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 |