



**PERSON SPECIFICATION**

**FINANCE ASSISTANT**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<p>Good Maths and English skills (Level 2/GCSE Grade C/4 or above/O Level equivalent)</p> <p>Sound knowledge and experience of finance applications</p> <p>Ability to effectively use a variety of ICT e.g. Word, Excel, Publisher</p> <p>Willingness to undertake further training appropriate to this role</p>	<p>Finance qualification</p>
<b>Experience, knowledge, skills and understanding</b>	<p>General office experience, accessing emails and forwarding/replying as necessary and dealing with a range of administrative/financial tasks</p> <p>Experience of finance transactions e.g. raising sales invoices and purchase orders, paying invoices, bank reconciliation, debt collection</p> <p>Experience of setting up and using spreadsheets and word processing documents</p> <p>Ability to handle sensitive situations diplomatically and positively</p> <p>Effective written and verbal communication skills appropriate for a range of different situations</p> <p>To work on own initiative without supervision</p> <p>To meet deadlines through excellent organisation and prioritisation</p> <p>Experience of dealing effectively with the general public</p> <p>Understanding of the importance of confidentiality</p>	<p>Sound knowledge of Arbor, E5 or SAGE Intacct, and iTrent software</p>
<b>Personal qualities</b>	<p>Team player attitude</p> <p>Well-presented and polite with an excellent telephone manner and communication skills</p>	

	<p>Ability to work under pressure while maintaining a positive professional attitude</p> <p>Maintain a good sense of humour</p> <p>Ability to take accurate messages and follow up where necessary</p> <p>Displays warmth, care and sensitivity in dealing with all pupils, parent carers and other stakeholders</p> <p>Excellent interpersonal skills</p> <p>Ability to work flexibly and be adaptable to changing circumstances and open to new ideas</p> <p>Ability to prioritise and be extremely well organised</p> <p>Ability to learn quickly</p> <p>Ability to ask for help when needed</p> <p>Friendly and approachable disposition</p> <p>Reliable and punctual</p>	
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