

## Person Specification – Finance Assistant

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent (A, I)</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Expertise of IT including Microsoft office (word and excel) and a willingness to learn applications.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with finances/Financial Management Systems (A, I)</li> <li>Experience of working with young people (A)</li> <li>To have experience in resolving conflict situations (I)</li> <li>To have experience of working in a school environment (A)</li> <li>Experience of working in a busy office environment with the ability to meet deadlines (A, I)</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>To be flexible and versatile and be able to demonstrate excellent communication, organisational and interpersonal skills (I)</li> <li>To be organised, with excellent attention to detail (A, I)</li> <li>To be personable with the ability to communicate effectively and maintain confidentiality</li> <li>To be able to gain the confidence of and have excellent working relationships with colleagues. (I)</li> <li>To be self-reflective, with the ability and desire to improve own performance. (A, I)</li> <li>To be able to work under pressure and to deadlines and embrace change.</li> <li>To show tact, discretion and diplomacy when dealing with staff but have the stature and firmness to ensure accounting policies, procedures and principles are strictly adhered to by all. (A, I)</li> <li>Ability to maintain a professional manner in challenging situations (I)</li> <li>To have high personal standards - dress, conduct and presentation. (I)</li> <li>To be a role model for the school values and ethos and support the school's Catholic Ethos. (A, I)</li> <li>Willingness to undertake ongoing training. (I)</li> <li>To have a sense of humour (I)</li> </ul>	<ul style="list-style-type: none"> <li>Self-aware and self-reflective (A, I)</li> <li>Dedication to improving standards (A, I)</li> <li>A desire for career progression (A, I)</li> <li>Prepared to make an active contribution to the wider extra-curricular life of the school. (A, I)</li> </ul>

The post is subject to enhanced DBS clearance.

Key: A = Application I = Interview