

Person Specification – Finance Assistant

	ESSENTIAL	DESIRABLE
EXPERIENCE	ICT – Microsoft Office Ability to deal with individuals Able to react to situations professionally Well organised	Operation of financial IT packages.
SKILLS	Accuracy and good numeracy skills. Ability to meet deadlines. Confidentiality Excellent communication skills. Good time management. Ability to prioritise.	Interest in education and children.
KNOWLEDGE	Operation of Microsoft Office Excel and Word	Operation of financial IT packages.
DISPOSITION	Team player Personal skills Flexibility	Using initiative