Finance Assistant Person Specification

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| Essential  | Desirable |
| Minimum qualifications of GCSE in Maths and English at a Grade C/4 or above. | Experience in a Financial Background |
| Ability to prioritise and multitask | Familiar with an office environment |
| Has an eye for detail and accuracy | Understanding of Financial accounting processes operated by the school. |
| Is experience in using general office systems, Microsoft Word and Excel | Is experience in using school computer systems- SAP/IBC and Tuscasi (training can be provided for the right applicant.) |
| Demonstrates a clear understanding of Safeguarding. | Understanding of pupils with SEND. |
| Is a strong team player . |  |
| Is able to work on own initiative with a flexible approach. |  |
| Recognise when to ask for help/support. |  |
| To be able to relate well with staff, parents and children. |  |
| Excellent communication skills. |  |
| To be able to balance work across the year. |  |
| Welcoming and approachable.  |  |