



Job and person specification for Finance Assistant (Grade 4)

Attributes	Essential	Desirable	Evidence
Knowledge Qualifications	<ul style="list-style-type: none"> • Computer Literate • A good level of literacy and numeracy (GCSE English and Maths or equivalent) 	<ul style="list-style-type: none"> • Working knowledge of using SIMS and FMS (Schools' Financial Management Systems) 	Application Form Interview References
Experience	<ul style="list-style-type: none"> • Experience of using office computer systems and Microsoft software packages including email, word processing and spreadsheets 	<ul style="list-style-type: none"> • Experience of working in a school in an administrative and/or financial capacity • Experience of financial procedures, cash handling and cash security, preferably in a school or similar public sector environment • Accounting or financial record keeping experience 	Application Form Interview References
Skills Knowledge Aptitude	<ul style="list-style-type: none"> • Ability to work as part of a team and to use own initiative when appropriate • Be able to demonstrate and maintain total confidentiality at all times • Strong attention to detail and able to produce work with a high level of accuracy • Ability to prioritise and manage a workload efficiently 		Application Interview References

Personal Characteristics	<ul style="list-style-type: none"> • A genuine interest in working with children and being part of the school community • Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner and give advice and instructions in a professional manner • Ability to remain calm under pressure • Positive, helpful and caring attitude • Motivated and willingness to undertake appropriate training • Reliable and punctual • Well organised • Smart and tidy appearance • Ability to develop a sense of loyalty and pride in the school • To be flexible, adaptable and have a sense of humour • To be enthusiastic and patient 		Application Interview References
Other	<ul style="list-style-type: none"> • Be able to demonstrate and promote equality of opportunity in dealing with children and adults in a school environment • Able to comply with the Safeguarding Children requirements of the post, including successful completion of DBS and other relevant background checks • Eligible to live and work in the UK • Provide two satisfactory references one of whom must be your present and/or last employer and the other from a previous employer 		Application Form Documentation Interview References