

**PERSON SPECIFICATION**

Section: <b>ADMINISTRATION</b>	Job Title: <b>FINANCE ASSISTANT</b>
Reports to: <b>School Business Manager</b>	Grade/Salary Range: <b>NJC Grade 4 SCP 7-11 (depending on qualifications/experience)</b>
Working Pattern: <b>25 hours per week</b>	Working Weeks per annum: <b>40</b>

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	5 GCSEs (grade C and above, including maths)	Working towards Association of Accounting Technician (AAT) qualification.	Certificates at interview
<b>Training</b>	Evidence of Continuing Professional Development.	Budget management training. Sims FMS training.	Application Form  Interview
<b>Experience</b>	Experience working in finance	Processing orders and invoices.	Application Form  Interview
<b>Knowledge and Skills</b>	Able to use a range of ICT packages. Organisational skills. Able to keep confidences. Good numeracy and literacy skills.	Knowledge of Financial Regulations relevant to BESD schools	Application Form  Interview
<b>Personal Qualities</b>	High degree of professional autonomy. Understands and gets on well with all types of people and able to win their trust and respect. Ability to work under pressure and meet deadlines. Accurate and pays attention to detail. Ethical and operates with integrity, patience and tact. Demonstrates a “can do” attitude including suggesting solutions	Shares knowledge with others and supports their development.	Application Form  Interview

<b>Other</b>	Willingness to challenge oneself to continually improve performance		Application Form Interview
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Signature: .....  
Line Manager

Date: .....

Signature: .....  
Job Holder

Date: .....