

Finance Assistant Person Specification

Education/Qualifications	Essential	Desirable
Minimum of 5 GCSEs (A*-C Grade) or equivalent office experience/vocational qualifications	Y	
ECDL		Y
Experience & Knowledge		
Working knowledge and experience of finance packages		Y
Experience in an education setting		Y
Fully proficient using IT systems, including MS Office products		Y
Knowledge of financial systems and processes	Y	
Demonstrates a logical and methodical approach with attention to detail and accuracy	Y	
Knowledge of accounting procedures		Y
Skills		
Good organisational skills	Y	
Adaptable and flexible	Y	
Confident and at ease when meeting and communicating effectively with a diverse range of people		Y
Ability to work as a member of the team	Y	
Able to work under pressure to meet deadlines	Y	
Excellent interpersonal and communication skills	Y	