

PERSON SPECIFICATION – TRUST FINANCE ASSISTANT

Qualifications	
Essential	Desirable
GCSE grade A – C in Maths and English	Accountancy qualification (eg AAT)
Experience	
Previous experience in Finance/Accounting & Administration	<p>Experience in SAGE 200/SIMS/Microsoft Word and Excel</p> <p>Experience within an educational organisation</p> <p>Experience in working in a busy and changing environment</p> <p>Appreciation of the importance of confidentiality and sensitivity in dealing with students, parents and staff</p>
Knowledge/Skills (Ability to)	
<p>Excellent interpersonal skills: verbal and written</p> <p>Excellent time management skills and an ability to prioritise work effectively.</p> <p>Ability to manage and deal with confidential data/issues appropriately</p> <p>Ability to maintain accurate records and filing systems</p> <p>Computer literacy</p> <p>Ability to work under pressure</p>	<p>Evidence of continuing professional development</p> <p>Familiarity with the Education sector</p>
Personal / Other Relevant Attributes	
Essential	Desirable
<p>Team player who has the ability to self-motivate and work independently on own initiative</p> <p>Flexible and adaptable</p> <p>Willing to learn new skills and develop the service</p> <p>Well organised</p> <p>Able to follow direction and work in collaboration with your Line Manager</p>	<p>Must have personal credibility and the ability to quickly gain the confidence of others, including all members of the school community</p> <p>Able to form constructive relationships with all staff and to be empathetic to their requirements</p>