



**Job Title** Finance Assistant  
**Location** Waterside Academy  
**Grade** H3-H4, depending on experience  
**Hours** 14 hours per week, term time only

### Person Specification

#### A. Experience and qualifications

	Essential	Desirable
Studied to a minimum standard of GCSE (A*-C) or equivalent, in English and Maths	✓	
Previous finance/ accounting and administration experience (at least one year)	✓	
Experience of working in a busy office environment, preferably in a school setting		✓

#### B. Knowledge, Skills and Abilities

	Essential	Desirable
Good standard of numeracy and literacy skills	✓	
Computer literacy – ability to produce a range of accurate documents and standardised reports using SharePoint; excel and word	✓	
Ability to organise and prioritise workload to achieve deadlines	✓	
Ability to build and form good relationships with colleagues, parents and pupils	✓	
Ability to work constructively as part of a team understanding schools' roles and responsibilities including own	✓	
Ability to communicate basic financial information to teachers, other staff and external suppliers	✓	
Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils and suppliers/ contractors	✓	
Working knowledge of SAGE Intact financial system or any experience using other school based finance packages	✓	
Knowledge of computerised and manual filing systems	✓	
Working knowledge of relevant legislation 'Schools Financial Value Standard'.		✓
Awareness of Data Protection and confidentiality issues	✓	
Ability to keep calm under pressure and meet deadlines	✓	



**C. Personal Qualities**

	Essential	Desirable
Excellent interpersonal and communication skills	✓	
Committed to own professional development	✓	

**D. Equal Opportunities**

	Essential	Desirable
Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin.	✓	

**E. Other requirements**

	Essential	Desirable
Application forms should be completed in full	✓	

**This post is subject to a receipt of references, a satisfactory enhanced DBS check and occupational health clearances.**