



**The Pyramid Schools Trust
Personnel Specification
Finance Assistant**

Attributes	Essential	Desirable
Education/ Qualifications	Literate and numerate Educated to GCSE level with English and Maths at Grades A*-D or equivalent Admin related qualification to NVQ2 level or equivalent experience	Recognised book keeping accounting qualification
Experience	Proficiency in IT packages particularly word processing and spreadsheets Previous experience of work in a financial environment	Previous experience in a similar post in a school
Skills/ Knowledge/ Aptitude	Knowledge of financial software systems Ability to communicate in writing and on the telephone. Ability to work under pressure Ability to work on own initiative and make decisions Ability to develop good working relationships with staff, pupils, visitors, contractors etc. Ability to work as a team member A commitment to equality principles and practice and a commitment to the school equal opportunities policy Good interpersonal skills Good organisational skills Ability to work as part of a team and to use initiative when required Ability to maintain confidentiality at all times	Awareness of Safeguarding and Safer Working practice Guidance Ability to supervise staff Knowledge of Access

Pyramid Schools Trust

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Motivation	Ability to work hard and take a pride in the job with commitment to achieving high standards in every aspect of the role Willingness to work overtime when needed Ability to work without supervision Willingness to undertake further training Trustworthiness Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)	
Other	Must demonstrate the ability to speak fluent English at a level appropriate to be able to carry out the duties of the post	