

**Finance Assistant**

**Person Specification:**

The person specification outlines what is essential/desirable for the College; other strong experience and qualifications may be considered.

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|  | ***Essential*** | ***Desirable*** |
| Be flexible in his or her approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met. | ✓ |  |
| Previous experience working in a finance or administrative role preferably within an educational setting  | ✓ |  |
| Excellent general computer literacy and experience of producing reports using Microsoft Office including Word documents, Excel Spreadsheets and working from data bases. | ✓ |  |
| Flexible in approach, willing to work as a team player positive, committed and self-sufficient. | ✓ |  |
| Taking pride in their work and organising their workload to ensure all deadlines are met. | ✓ |  |
| Ability to work without supervision and meet deadlines while coping with frequent interruptions. | ✓ |  |
| Stong organisational and communication skills | ✓ |  |
| Strong attention to detail and a proactive approach to problem-solving  |  |  |
| Able to communicate effectively with parents and carers, external agencies and other stakeholders. | ✓ |  |
| Calm under pressure. | ✓ |  |
| Open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise. | ✓ |  |
| Professional in all aspects of their work including presentation and dress code. | ✓ |  |
| Skilled in the use of the school information database system (Bromcom). |  | ✓ |

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: