**Person Specification - Finance and Administration Assistant**

*The criteria below will be assessed through application, through qualifications and through interview. This is a role where we expect the post-holder to develop the specific knowledge required on-the-job and does not require specific prior experience in finance.*

**Essential knowledge:**

- A good understanding of and commitment to equal opportunities policies and its relationship to the Academy Trust.

- The ability to use information technology to an intermediate standard.

**Desirable knowledge:**

- Recognised business/ finance qualification

- Understand the financial functions and duties of a Multi Academy Trust.

**Essential skills and abilities:**

- The ability to undertake a wide range of financial and administrative tasks.

- The ability to adapt to both varying tasks and those of a routine nature.

- The ability to absorb information readily and speedily and work under pressure.

- The ability to respond effectively to staff, outside agencies, suppliers and the general public at all levels, both in person and over the telephone.

- A good understanding of the need for confidentiality and secure financial systems.

- Proven literacy, numeracy and communication skills.

**Desirable skills and abilities:**

- The ability to proficiently use an accounting system

**Essential experience:**

- Either in areas of study or in a work-place setting, the experience of using excel and other similar tools to a high standard.

**Desirable experience:**

- Be able to demonstrate recent experience, within the past 18 months, of providing effective financial support.

- Experience of using and developing financial systems and procedures.

**Special conditions:**

- Willingness to undertake further training as required for relevant accounting systems used by the school finance system.

- The ability to work flexibly and ensure that essential tasks are carried out within agreed timetables.

- The physical ability to perform the duties of the post with the support of aids and adaptations if necessary.