

**Finance Assistant
Person Specification**

Qualifications & Experience	Essential	Desirable
Good skills in basic literacy and numeracy – Grades A*-C GCSE in English and Maths	X	
Finance qualifications eg AAT		X
Experience of creating and using existing spreadsheets using Microsoft Excel	X	
Experience of prioritising work to meet tight deadlines	X	
Experience of working with confidential information	X	
Previous experience of using financial management systems, including the inputting and extraction of data	X	
Previous experience of using payroll systems, including the inputting and extraction of data		X
Previous experience of working in a similar role within a finance department		X
Skills & Knowledge		
Excellent organisational skills	X	
Excellent attention to detail	X	
Good IT skills including MS Word, Excel and accounting systems	X	
Knowledge of PS Financials software		X
Ability to develop and maintain clear record keeping systems, including basic databases	X	
Ability to work independently as well as part of a team	X	
Aptitude		
Ability to demonstrate an interest in financial administration and management	X	
Ability to demonstrate initiative, be proactive and offer a solution-oriented approach	X	
Determination and commitment to high quality standards	X	
Ability to establish effective working relationships with all Academy stakeholders	X	
Ability to prioritise work, meet deadlines and work calmly under pressure	X	
Self-motivation, flexibility and enthusiastic approach to work	X	