

Personal Specification: Finance Assistant

	Essential	Desirable	Source
Education and Qualifications			
Level 2 qualification in English and Mathematics or equivalent	✓		A
Willingness and ability to obtain and/or enhance qualifications and training and development in post	✓	✓	A
Experience			
Experience of working in an administration/office environment	✓		A I
Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓		A I
Experience of working in a public sector organisation e.g. Schools, Local Authority, NHS	✓	✓	A I
Skills, Abilities & Competencies			
Knowledge of, or willingness to learn, a range of computer applications including financial management systems	✓		A I R
Ability to work in an organised and methodical manner	✓		A I
Ability to maintain efficient record keeping systems	✓		A I R
Ability to assist with the production of accurate records and reports as required	✓		A I R
Ability to communicate with a range of audiences internally and externally	✓		A I
Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓		A I R
Ability to show sensitivity and objectivity in dealing with confidential issues	✓		A I R
Knowledge & Understanding			
Some knowledge of finance and accounting techniques and processes.	✓		A I
Knowledge of, or willingness to learn, a range of computer applications including financial management systems	✓		A I
Understanding of academy child safeguarding procedures	✓		A I
Personal Qualities			
Committed to respecting, upholding and contributing to the Trust's distinctive ethos as a Catholic Trust	✓		A I R
High standards of professionalism and confidentiality. Values the dignity of every person and is committed to treating everyone with respect.	✓		A I R

A = Application, I = Interview, R = References

	Enthusiasm and personal drive	✓		AIR
	Initiative	✓		AIR
	Management and organisational skills	✓		AIR
	Collaborate through effective and supportive teamwork	✓		AIR
	Demonstrate a professional attitude at all times	✓		AIR
	Aims and objectives of St Clare CMAT	✓		AIR