

Job Specification – Finance Assistant



Job Title: Finance Assistant **Reports to:** Business Manager

Band: F

Main Job Purpose:

To provide effective and efficient financial administration and processing as required for the financial management of the School

Specification:

Qualifications

Minimum GCSE Maths & English Grade 4 or Higher (C or Higher) or equivalent examinations	Essential
HND or Degree in related subject	Desirable
AAT Foundation or other foundation level Accounting qualification or higher	Desirable

Experience

Experience in a similar role involving day to day accounting including administration of management accounts, accounts payable and petty cash	Essential
Experience of running a computerised financial system	Essential
Experience within the Educational Sector	Desirable
Experience of General Administration in prior roles	Essential
Experience of working with Children	Desirable

Knowledge

Knowledge of financial statements and budgeting	Essential
Knowledge of double entry book keeping and financial record keeping	Essential
Working knowledge of GDPR and Associated Legislation	Essential
Working Knowledge School Based IT Systems & Processing	Desirable
Working Knowledge of SIMS or other School Accountancy software	Desirable
Knowledge of working with Children and understanding of Safeguarding	Desirable

Skills

High level of Numeracy & Literacy	Essential
Intermediate to Advanced on MS Excel including the ability to export, manipulate and analyse data	Essential

Intermediate on Other MS Packages, Outlook, Word & PowerPoint	Essential
Advanced keyboard skills, min 35wpm	Essential
Ability to analyse and disseminate financial data	Essential
Database Programs and Systems	Essential
SIMs and Associated modules	Desirable

Personal Attributes

Motivated to work autonomously and organise personal workload	Essential
Commitment to own Professional Development	Essential
Ability to work well under pressure and meet strict deadlines	Essential
Problem Solving	Essential
Reliable and committed to Role and School	Essential
Willingness to go the extra mile/be flexible in approach	Essential
Honest & Trustworthy	Essential
Excellent Team Player, covering for others as needed	Essential
Assertive with the ability to communicate at all levels of the business	Essential
Organised with a strong attention to detail	Essential