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| **PERSON SPECIFICATION** |
| **Post: Finance Assistant** | **School: Gosforth Group** |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| **SKILLS, KNOWLEDGE AND APTITUDES** | * A self-starter, who can prioritize workload to meet deadlines without compromising on quality
* An effective and supportive team player
* Excellent attention to detail
* Ability to build effective and constructive working relations across the organisation and at varying levels
* Working knowledge of purchase ledger and ordering processes
* Working knowledge of raising sales invoices and debtors ledgers
* Good written and verbal communication skills
* Good working IT skills
* Good Numeracy skills
 | * Good working knowledge of PS Financials
 | * Interview
* Application form
* References
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| **QUALIFICATIONS AND TRAINING** | * Experience in a similar role
 |  | * Application form
* Interview
* References
* Sight of Certificates
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| **EXPERIENCE** | * Using an electronic accounts package for purchase order processing, purchase ledger, raising sales invoices, debtors ledger and general book-keeping
* Cash handling
 | * PS Financials
* Academy Finance
 | * Application form
* Interview
* References
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| **PERSONAL QUALITIES** | * Good organisational and time management skills
* Good team player
* Capacity for hard work and resilience
* A positive approach to change and continuous improvement
* Ability to form and maintain appropriate relationships and personal boundaries with students
 | * Self-motivated and proactive in regards to personal development
* An interest and commitment to the whole school community
 | * Interview
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| **SPECIAL REQUIREMENTS** | * Satisfactory Enhanced Disclosure with the Disclosure and Barring Service
* Occupational Health clearance
* Right to work in the UK
* Ability to travel as required
 |  | * Application form
* Interview
* References
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