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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 |
| **QUALIFICATIONS AND TRAINING** | * Experience in a similar role |  | * Application form * Interview * References * Sight of Certificates |
| **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 |
| **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 |
| **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 |