



Finance Assistant Person Specification

	Essential	Desirable	How Assessed
<u>Qualifications</u> At least 5 GCSE/O' Levels or equivalent including Maths. Attended SIMs and / or FMS training ICT qualifications eg word processing	√	√ √	App/Doc
<u>Experience</u> Experience of office computer systems Previous experience in a school financial/administrative role Experience of managing finances in a work place or voluntary setting	√	√ √	App/Ref
<u>Knowledge</u> Working knowledge of computerised financial systems, controls and software Understanding of the importance of confidentiality and appreciation of the implications of the Data Protection Act. Understanding of the context in which schools are operating. An understanding of Health and Safety issues relevant to the post	√	√ √	Int



Shepton Mallet Community Infants' School & Nursery



Skills and Attributes			
Ability to manage time effectively and complete tasks to a high level	✓		
Ability to prioritise work, working to tight deadlines	✓		
Ability to work with minimum supervision and under own initiative	✓		App/Ref/Int
Be willing to undertake further professional development	✓		
Have a clear vision and understanding of the needs of young people in a school environment	✓		
The ability to work both as an effective team member and on one's own	✓		
Play a full part in the life of the school community; support the school's priorities and ethos.	✓		
The ability to keep calm in difficult situations	✓		
Flexible – to meet peaks and flows of work	✓		
<u>General circumstances</u>			
Excellent attendance	✓		
Excellent time-keeping	✓		Ref
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		