

Person Specification

Trust Administrative Assistant Finance, Grade 6 (SCP 8-11)

	Essential	Desirable
Qualifications	➤ 5 GCSE's or equivalent, including English and Maths	➤ First Aid qualification ➤ AAT qualified or equivalent ➤
Work or relevant experience	➤ Experience working in a financial setting ➤ Experience of working in an educational setting or other relevant environment ➤ Ability to plan and organise effectively ➤ Accuracy in the compilation, use and interpretation of financial information	➤ Experience working as a Finance Officer or similar position ➤ Experience of budget management
Knowledge and Understanding	➤ Excellent numerical and analytical skills ➤ Understanding of data protection	
Skills and Abilities (relevant to post)	➤ Willingness to participate in training and development opportunities ➤ Excellent ICT skills, particularly in Excel ➤ Excellent telephone manner ➤ Good organisational skills ➤ Ability to manage time effectively ➤ Ability to communicate effectively both verbally and in writing to a diverse range of people ➤ Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	➤ Excellent communication skills ➤ Ability to relate well to children and adults	

	➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to bring to the role, initiative, enthusiasm and commitment ➤ Ability to maintain confidential information	
Special Conditions	➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	