

Person Specification: Finance Assistant

	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to GCSE or equivalent to Grade C (or above) in English Language and Maths</p> <p>Proven ability to use Microsoft Office (including Outlook, Word and Excel in particular) confidently and effectively</p>	
Knowledge Required	<p>A basic knowledge of financial accounting is necessary.</p> <p>Strong Purchase Ledger skills</p> <p>ParentPay – or similar knowledge (Cashless)</p>	<p>Fully experienced and understanding of double entry book-keeping.</p> <p>Previous knowledge of using a computer-based finance package.</p>
Skills and Aptitudes Required	<p>Ability to:</p> <ul style="list-style-type: none"> • Input data <u>accurately</u> and undertake simple analysis • Recognise sensitive, confidential situations and deal with them accordingly • Deal with a number of tasks simultaneously and be able to prioritise • Communicate effectively and diplomatically both verbally and in writing at all levels • Research information and follow up effectively and efficiently • Work to tight deadlines • Be prepared to take ownership of tasks and outputs. • Learn new skills and undertake a variety of work 	<p>Ability to create spread sheets and manipulate data, particularly for reconciliation purposes.</p>
Experience required	<ul style="list-style-type: none"> • Worked in fast paced A/P function and have good understanding of end to end Purchase Ledger • Experienced at dealing with confidential information appropriately 	<p>Ability to resolve and reconcile issues with limited supervision by identifying sources of errors, make retrospective corrections and ensure appropriate action to prevent reoccurrence.</p>
Personal qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Pleasant friendly manner • Able to work on own initiative • Prepared to work flexibly within reason • Reliable • Good sense of humour • Able to work independently and as part of a team • Successfully DBS checked 	