

### Person Specification - Finance Support Assistant

| Minimum Essential requirements           |   | Method of Assessment       |
|--|---|----------------------------|
| <b>Work Related Skills and Knowledge</b> | Demonstrably high levels of customer service  | Application form/interview |
|  | Excellent interpersonal skills  | Interview                  |
|  | Excellent communication skills  | Interview                  |
|  | The ability to work with tact and diplomacy   | Application form/interview |
|  | Ability or experience of working effectively within a busy environment  | Application form/interview |
|  | Ability or experience of capability in dealing with multiple tasks  | Application form/interview |
|  | The ability to remain calm and patient in difficult situations  | Interview                  |
| <b>Experience/Education/Training</b>     | Good basic education (including GCSE grade A* - C in Maths and English or equivalent, for example NVQ level 2)                              | Application form/interview |
|  | Good ICT skills including high standards of word processing including creating and writing reports in SIMS or similar educational database. | Application form/interview |
|  | Knowledge of SAGE for Education<br>AAT Qualified  | Application form/interview |
|  | Experience or ability to carry out administrative tasks, including the ability to present work clearly and professionally                   | Application form/interview |
| <b>Other Requirements</b>                | A flexible and proactive approach to working  | Application form/interview |
|  | Has attention to detail   | Application form/interview |
|  | Experience of interacting effectively with a broad range of people  | Application form/interview |
|  | A commitment to training and development  | Application form/interview |
|  | Ability to work with or without direct supervision  | Application form/interview |
|  | Resilience and 'a can do' attitude  | Application form/interview |
|  | Ability to use own initiative   | Application form/interview |