

Hendon School



Finance Assistant

Person Specification

Person Specification	Essential	Desirable	Method of Assessment
Knowledge	A basic knowledge of the financial workings of a business	Experience of working in an academy	A / I
		Knowledge of budget management and accounting techniques	A / I
	Experience of using Excel and a knowledge of, or willingness to learn, a range of Microsoft Office applications		A/I/T
	Experience of using IT Financial packages		A/I
		Experience in the use of PS Financials	A / I
Qualifications	5 GCSEs grade A - C or equivalent experience		A/I Production of certificates
Experience	Familiarity of making payments/submitted receipts via BACS system	Experience of budget monitoring and account reconciliation	A/I
	Experience of undertaking a range of clerical and administrative duties, including data input and retrieval		A/I
Skills & Abilities	Ability to work in an organised and methodical manner		A/I/T
	Ability to maintain efficient record keeping systems		A/I/T
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date		A/I
	Ability to deal with queries from suppliers, students and staff		A/I
	Ability to show sensitivity and objectivity in dealing with confidential issues		A/I
Personal Qualities	Ability to demonstrate commitment to Equal Opportunities		A
	Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge		A