

## PERSON SPECIFICATION

### Finance Assistant

		Essential	Desirable	Evaluation Method
<b>1. Qualifications</b>				
1.1	CIPP Payroll qualified, working towards or significant relevant experience		*	Application Form Original Certificates
1.2	AAT Level 1 qualified as a minimum	*		Application Form Original Certificates
1.3	Educated to a minimum of Level 4 or Equivalent with GCSE Maths and English	*		Application Form Original Certificates
1.4	First Aid Certificate		*	Application Form Original Certificates
<b>2. Professional Experience and Knowledge</b>				
2.1	Minimum of 4 years' payroll experience including manual calculations		*	Application Form Interview
2.2	Minimum of 4 years working in a Finance role		*	Application Form Interview
2.3	Experience of and ability to meet all aspects of the job description	*		Application Form Interview
2.4	Experience of SAGE 200 Accounting System/PRS and Spindle Capture software or equivalent		*	Application Form Interview
2.5	Experience of using a range of computer packages including Word and Excel to an advanced level.	*		Application Form Interview
2.6	Ability to organise workloads	*		Application Form Interview
2.7	To be able to produce and use databases and spreadsheets including formulas to an advanced level	*		Application Form Interview
2.8	Ability to work on own initiative and as a part of a team	*		Application Form Interview / Micro Teach
2.9	Discrete and able to maintain confidentiality	*		Application Form Interview
<b>3. Skills and Qualities</b>				
3.1	Positive and professional attitude	*		Application Form Interview
3.2	Excellent communication and interpersonal skills and a willingness to help at all levels	*		Application Form Interview
3.3	To deal with situations arising in College in a calm and professional manner and to be proactive in problem solving	*		Application Form Interview
3.4	Commitment to the Sixth Form ethos.	*		
3.5	Effective oral and written communication and presentation skills.	*		
3.6	Excellent organisational and planning skills.	*		Application Form Interview
3.7	Ability to work under pressure and meet deadlines.	*		Application Form Interview
3.8	Commitment to observing the Equal Opportunities Policy at all times.	*		Application Form Interview

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<b>4. Additional Attributes / Attitude</b>				
<b>4.1</b>	Acceptable professional appearance	*		Interview
<b>4.2</b>	Full clearance by Disclosure & Barring Services	*		Interview
<b>4.3</b>	Medical clearance.	*		Interview
<b>4.4</b>	Excellent attendance and punctuality record	*		Interview