

Finance & Administration Assistant - Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	Admin related qualification to NVQ2 level or equivalent experience	X		A
Skills / Experience	General school administrative experience		X	A
	General finance experience		X	A
	Proficiency in standard IT packages, particularly word processing and spreadsheets		X	I
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Awareness of deadlines and other requirements in relation to specific work streams.		X	I,R
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.		X	I
Influencing and interpersonal skills	Exchanging a wide range of generally factual information with an equally wide range of recipients such as colleagues, parents, pupils and external suppliers		X	I,R
	Encouraging others to provide input to delegated tasks in a timely and competent manner.		X	I
Using initiative	Noting procedural deficiencies or problems and initiating positive change.		X	I
Working independently	Dealing with day to day issues independently wherever possible.		X	I,R
Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.		X	I
Managing resources	Ensuring office and general school supplies are held at the required stock level		X	I
	Assisting with financial management procedures including cash handling		X	I,R
Managing risk	Awareness of general health and safety risks in an office/school environment.		X	I
Managing oneself	Awareness of opportunities for personal development.		X	I