

**WALBOTTLE CAMPUS
PERSON SPECIFICATION**

Post : Admin Assistant Finance N4

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APPITUDES	<ul style="list-style-type: none"> ➤ Excellent organisational skills ➤ Effective communication and interpersonal skills. ➤ Good numerical and analytical skills ➤ Good time management ➤ Self motivated and enthusiastic ➤ logical and systematic in work processes ➤ IT skills ➤ Attention to detail 		<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form ➤ Interview ➤ Reference
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ➤ Qualification in finance [or working towards completion] eg, accounting technician or similar ➤ Educated to level 2 or equivalent 	<ul style="list-style-type: none"> ➤ Literacy/Numeracy ➤ Educated to level 3/degree level or equivalent ➤ Qualification in finance eg CSBM/DSBM, accounting technician or similar ➤ IT qualification ➤ Evidence of recent relevant training 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
3. EXPERIENCE	<ul style="list-style-type: none"> ➤ Working as part of a team ➤ Budget management ➤ Working with database packages ➤ Managing staff 	<ul style="list-style-type: none"> ➤ Work in schools and/or knowledge of FMSIS ➤ Evidence of working with all levels of staff ➤ Use of SIMS or similar database management 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
4. DISPOSITION	<ul style="list-style-type: none"> ➤ Ability to work as part of a team ➤ Ability to manage a high value of workload ➤ Ability to prioritise own workload ➤ Ability to work under pressure and meet tight deadlines with competing demands. ➤ Good attendance record ➤ Ability to communicate effectively with other staff, parents and visitors to the school ➤ Ability to identify and resolve errors and discrepancies ➤ Ability to work affectively with minimal guidance/supervision ➤ Ability to undertake periodic audit of own work and report areas of possible improvement 	<ul style="list-style-type: none"> ➤ Evidence of outside interests ➤ Interest/awareness of Every Child Matters agenda and raising pupil attainment 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ Willingness to work flexible hours to meet the seasonal demands of the post 		<ul style="list-style-type: none"> ➤ Letter of Application

