

Accounts Assistant Person Specification

Factors	Essential	Desirable
<i>Qualifications / skills / knowledge and / or ability:</i>		
▪ Good general education up to at least GCSE or equivalent in English and Maths	✓	
▪ Experience of using Financial software		✓
▪ Experience of Office Word and Excel		✓
▪ Good organisational, communication and listening skills	✓	
▪ Experience of handling purchase ledger		
▪ Experience of cash handling		✓
▪ Ability to communicate clearly at all levels, e.g. students, staff, visitors; promote a positive working environment; put people at their ease	✓	
▪ Willing to undertake training on School's Finance System	✓	
▪ Organising and prioritising work	✓	
▪ Working under pressure and meeting tight deadlines	✓	
▪ Excellent communication skills	✓	
▪ Awareness of confidentiality and data protection issues		✓
▪ Attention to detail	✓	
▪ Maintain a positive and flexible attitude	✓	
<i>Personal qualities:</i>		
▪ Enthusiastic, positive, conscientious, flexible	✓	
▪ Patience, compassion and empathy for the needs of students	✓	
▪ Organised and able to work under pressure	✓	
▪ Fully committed to equal opportunity for all	✓	
▪ Able to work on own initiative and as part of a team	✓	
▪ Excellent telephone manner	✓	