



Person Specification

JOB TITLE:	Finance Assistant
DATE:	May 23
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Yetting Checks
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Knowledge and qualifications					
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1. A good standard of education including Literacy and Numeracy	E	✓	✓		
2. AAT level 2 or equivalent or qualified by experience	D	✓	✓		
3. Ongoing commitment to CPD and willing to undertake further professional development	E	✓		✓	✓
4. AAT Level 3 or equivalent	D	✓			✓

Experience					
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5. Successful experience of working in a finance role	E	✓			
6. Working knowledge of financial systems, ledgers and controls	E	✓	✓	✓	
7. Experience of accurately inputting data and maintaining financial records	E	✓	✓		
8. Experience working to policies and procedures and interpreting guidance	E	✓	✓	✓	
9. Previously contributed to briefing or providing training to colleagues	D	✓			
10. Experience of working in an education environment	D	✓		✓	

Skills and competencies					
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11. Builds effective working relationships at all levels within an organisation and with external partners	E			✓	
12. Ability to maintain confidentiality	E	✓		✓	

13. Ability to plan, prioritise and manage own workload independently to meet deadlines	E	✓			
14. Excellent communication and interpersonal skills	E	✓		✓	
15. Ability to work as part of a team	E	✓		✓	
16. Well-developed IT skills including a good knowledge of excel and data manipulation	E	✓	✓		
17. Attention to detail to ensure accuracy	E	✓	✓	✓	
18. Excellent numerical and problem-solving skills	D	✓	✓		
Other					
19. Embraces and display the NEAT core values: Aspirational; Collaborative; Inclusive; Innovative; Responsible	E			✓	✓
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓