

Job Title

Finance Assistant

Qualifications

Essential

- | | |
|--|-----|
| <ul style="list-style-type: none"> Maths and English Functional Skills at Level 2 or GCSE Grade C. Experience in a busy working Office | A/I |
|--|-----|

Desirable

- | | |
|--|-----|
| <ul style="list-style-type: none"> Relevant qualification in Finance. | A/I |
|--|-----|

Key skills

Essential

- | | |
|--|-----|
| <ul style="list-style-type: none"> Proven ability to develop positive working relationships with individuals at all levels (internal and external) Attention to detail with data input. Excellent communication skills. Proven organisation and time management skills. A systematic approach to work with proven problem-solving skills. | A/I |
|--|-----|

Experience

Essential

- | | |
|--|-----|
| <ul style="list-style-type: none"> Experience of working in a busy environment, with key attention to detail. Working with multiple stakeholders, across all levels. | A/I |
|--|-----|

Desirable

- | | |
|---|-----|
| <ul style="list-style-type: none"> 2+ years of office experience and the ability to cover management of the function where necessary. Experience of working in an educational establishment. Experience of working within a large organisation | A/I |
|---|-----|

Knowledge

Essential

- | | |
|--|-----|
| <ul style="list-style-type: none"> Strong knowledge of Excel and Outlook. | A/I |
|--|-----|

Desirable

- | | |
|--|-----|
| <ul style="list-style-type: none"> Knowledge of financial procedures Experience using financial systems. | A/I |
|--|-----|

Other personal requirements

Essential

- | | |
|---|---|
| <ul style="list-style-type: none"> Reliable, motivated, patient, empathetic Ability to maintain confidentiality | I |
|---|---|

Desirable

- | | |
|---|---|
| <ul style="list-style-type: none"> Flexibility to work the hours and days to meet the needs of the college | I |
|---|---|

How we intend to assess your match with our person specification

A Application Form I Interview