

## PERSON SPECIFICATION

### Finance Assistant (Payroll)

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	5 GCSEs including Maths and English  ICT Literate – particular expertise in Microsoft Excel	Relevant financial qualification (AAT or IAB or other payroll qualification)	Certificates at Selection Event
<b>Skills and abilities</b>	Highly effective communication and interpersonal skills  Ability to work to strict deadlines		Application Form and Selection Event
<b>Experience</b>	Financial experience  Payroll experience	Within a school setting or an educational environment	Application Form and Selection Event
<b>Personal Qualities</b>	Team player  Flexible and adaptable  Ability to work unsupervised  Able to use own initiative  Highly developed interpersonal skills  Ability to work under pressure and meet deadlines  A commitment to protecting and safeguarding young people		Application Form and Selection Event