

**FINANCE ASSISTANT  
PERSON SPECIFICATION**

<b>Training/Qualifications/Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Minimum of 5 O Level/GCSEs (to include English & Mathematics at grade C or above)	*		AF
AAT or working towards	*		AF
Minimum 3 years' experience in a similar role	*		AF / I
Experience of working in a finance role in the education sector		*	AF / I
Experience of using PS Financials software		*	AF

**Professional knowledge and understanding**

Understanding of key financial controls	*		I/T
Experience of the year end audit process	*		AF/I
Knowledge of relevant accounting standards		*	I
Knowledge of ESFA financial guidance		*	I
To be able to effectively use IT, particularly accounting software and Microsoft Excel	*		AF / T
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*		I / T
Ability to manage and prioritise a varied workload and to work to deadlines.	*		AF / I

**Personal and Professional Skills and Attributes**

Well-developed interpersonal skills for working with a range of internal and external stakeholders	*		AF/I
Ability to explain financial concepts to non-finance colleagues	*		AF/I
Good organisation skills	*		I
Strong numeracy and literacy skills.	*		AF / T
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*		I

**Approach to work** – candidates should:

Maintain confidentiality at all times	*		AF
Ability to accommodate changes in work practice	*		AF / I
Apply attention to detail to ensure accuracy and validity	*		AF / T
Be able to work independently as well as part of a team	*		AF / I

**Behaviour Competencies** - Candidates should:

Be respectful and able to act with tact and diplomacy	*		AF / I
Possess sensitivity and awareness of other's needs	*		I

**AF – Application Form**

**T – Task**

**O – Observation**

**P – Presentation**

**I – Interview**