

# PERSON SPECIFICATION



## Assistant Accountant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> <li>• AAT qualified</li> <li>• Willingness to undertake in house training</li> </ul>		A, I
Work experience and desired vocational training	<ul style="list-style-type: none"> <li>• Proven experience in a financial role</li> <li>• Working knowledge of preparing monthly accounts on an accruals basis</li> <li>• Budgeting experience</li> <li>• Good technical knowledge of accounting systems and processes</li> <li>• Excellent data analysis skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a special school / academy environment</li> <li>• Knowledge of school funding</li> <li>• Experience of supplying accurate information for internal and external stakeholders</li> <li>• Past experience of working in a supervisory capacity</li> </ul>	A, I, R,
Job related personal skills	<ul style="list-style-type: none"> <li>• Ability to respect and maintain confidentiality</li> <li>• Ability to work well as part of a team</li> <li>• Ability to work accurately under pressure with a positive attitude</li> <li>• Ability to relate well with pupils, colleagues and external agencies at all levels</li> <li>• Strong communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Civica accounting system</li> </ul>	A, I
Special Working Conditions	<ul style="list-style-type: none"> <li>• Satisfactory Enhanced DBS check</li> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• No Smoking Policy</li> </ul>		A, I

Method of Assessment: (A) application form, (I) interview, (R) references