



**HISP Multi Academy Trust
Person Specification**

Trust Finance Assistant to support the Teaching School Hubs

Salary:	Pay Scale C (FTE £18,932 - £19,941)
Hours:	30 hours per week, Monday to Friday, Term Time plus 2 weeks
Contract:	Permanent
Location:	Tanners Brook Primary School
Responsible to:	Trust Finance Manager
Responsible for:	Finance matters relating to the Teaching School Hubs

Priorities

- To contribute to the effective running of the Teaching School Hubs, providing financial and administrative support under the direction of the Trust Finance Manager
- To be responsible
 - for the collection of all sums due in respect of teaching school HUB income
 - supporting the processing of payments and maintaining accounting records
 - supporting colleagues with basic enquires and liaison with HR & finance department colleagues

Qualifications & Training

Essential

- 5 GCSEs at grades 9 to 4 (A* to C) (or equivalent) including in Maths and English

Desirable

- AAT part qualified, or a desire to seek this qualification

Experience

Essential

- Experience of working with spreadsheets
- Experience of utilising a computerised financial system
- Strong organisational skills
- Ability to communicate fluently via both email and telephone

Desirable

- Currently working in a busy office environment in a finance role

Skills and Knowledge

Essential

- Understanding of financial processes and procedures, and of basic financial policies and accounting code structures
- Ability to identify errors in financial records and to escalate where appropriate
- High level of IT competence and knowledge of Microsoft Office (e.g. Excel, Word etc)
- Excellent numeracy skills
- Good written and oral communication skills.
- Ability to work under pressure
- Demonstrable organisational skills
- High level of accuracy and attention to detail and an ability to prioritise workload and deadlines
- A conscientious self-starter, demonstrating a “can-do” positive attitude.
- Ability to form and maintain appropriate working relationships
- Understanding of the need for confidentiality in all written and oral communications

Desirable

- An awareness of data protection guidance
- Understanding of safeguarding, health and safety, and other training to be undertaken
- Additional IT skills
- Informed knowledge of the education sector and finance issues specific to education

Personal Attributes

Essential

- Flexibility to manage a varied workload with competing priorities.
- Well-developed interpersonal skills enabling effective relationships to be built with a wide variety of people.
- Ability to maintain high standards of work whilst remaining calm under pressure.
- Articulate, enthusiastic, and well organised.
- A personable manner, and a methodical approach.
- Highest levels of professional and personal integrity, and an understanding of the need for personal boundaries with children and young people.
- Excellent time management skills, punctuality and attendance.
- Ability to work as part of a team
- Commitment to:
 - ensuring equal opportunities in the workplace
 - safeguarding and promoting the welfare of young people

Desirable

- Evidence of a commitment to continuing professional development
- Willingness to seek advice when appropriate

Other

Essential

- Understanding of the critical importance of child protection and safeguarding
- Successful completion of DBS and all other pre-employment checks