



**Person Specification – Trust Financial Planning & Analysis Assistant**

	Essential	Desirable
Qualifications/ Experience/knowledge	<ul style="list-style-type: none"> <li>• Good GCSEs/O-levels (Grade A*-C) or equivalent including English and Maths as a minimum.</li> <li>• Organised with good attention to detail.</li> <li>• Experience of working in a team and helping colleagues.</li> <li>• Experience of using IT including Microsoft Office and email.</li> <li>• Proficient in Microsoft Excel.</li> <li>• Experience of working in a busy and changing environment</li> <li>• Proven ability to maintain confidentiality in all aspects of work.</li> <li>• Ability to relate well with staff and outside agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting experience</li> <li>• Experience of working in a school/academy</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• Excellent inter-personal and communication skills</li> <li>• Ability to work on own initiative</li> <li>• Able to follow direction and work in collaboration with Line Manager</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li> <li>• Desire to enhance and develop skills through CPD</li> </ul>	
General Commitment	<ul style="list-style-type: none"> <li>• Recognition of the importance of personal responsibility for Health and Safety</li> <li>• Willingness to conform to the Trust's ethos, aims and its whole community</li> </ul>	