

ABINGDON LEARNING TRUST

Person Specification – Finance and Administration Assistant

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/Training	<ul style="list-style-type: none"> • Educated to at least GCSE standard including English and Maths. • Good numeracy and literacy 	
Experience	<ul style="list-style-type: none"> • Working as part of a team. • Dealing diplomatically, tactfully and sensitively with colleagues in a busy environment. 	<ul style="list-style-type: none"> • Numerate with experience of budget management. • Experience of working in a setting within which communication was essential.
Skills/Attributes	<ul style="list-style-type: none"> • Effective interpersonal skills, displaying confident & friendly approach. • Ability to work effectively & efficiently under pressure. • Ability to use initiative, to work pro-actively and time manage workloads. • Willingness to develop knowledge of use of ICT and other specialist equipment/resources • Ability to self-evaluate learning needs and actively seek learning opportunities • Willingness to participate in development and training opportunities 	
Personal Qualities	<ul style="list-style-type: none"> • Good organizational skills, highly motivated. • Flexible, patient and adaptable manner. • A sense of humour. • Commitment, enthusiasm and energy. • Excellent time keeping • The ability to prioritise • To pay meticulous attention to detail • To be innovative & proactive • Willingness to undertake training • Willingness to try new approaches • Understand need for confidentiality • Respect and support ethos of school 	<ul style="list-style-type: none"> • Ability to drive and access to own vehicle.