

Person Specification – Trust Financial Planning & Analysis Assistant

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