



ST CLARE

Catholic Multi Academy Trust

Finance Assistant Personal Specification

Category	Criteria	Essential	Desirable	Source
Qualifications	Level 2 qualification in English and Mathematics or equivalent	✓		A
	Willingness and ability to obtain and/or enhance qualifications and training and development in post	✓		A I R
Experience	Experience of working in an administration/office environment	✓		A I
	Experience of undertaking a range of clerical and administrative duties, including data input and retrieval.	✓		A I
	Experience of working in a public sector organisation e.g. Schools, Local Authority, NHS		✓	A I
Skills, Abilities & Competencies	Knowledge of, or willingness to learn, a range of computer applications including financial management systems	✓		A I R
	Ability to work in an organised and methodical manner	✓		A I R
	Ability to maintain efficient record keeping systems	✓		A I R
	Ability to assist with the production of accurate records and reports as required	✓		A I R
	Ability to communicate with a range of audiences internally and externally	✓		A I R
	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date	✓		A I R
	Ability to show sensitivity and objectivity in dealing with confidential issues	✓		A I R

St Clare Catholic Multi Academy Trust

St Clare Catholic Multi Academy Trust, a company limited by guarantee, registered in England and Wales (reg. no. 13589684)

Registered office: Hallam Pastoral Centre, St Charles Street, Sheffield S9 3WU

E: enquiries@stclarecma.org.uk W: www.stclarecma.org.uk

Knowledge & Understanding	Some knowledge of finance and accounting techniques and processes.	✓		A I
	Knowledge of, or willingness to learn, a range of computer applications including financial management systems	✓		A I R
	Understanding of academy child safeguarding procedures	✓		A I
Personal Qualities				
	Enthusiasm and personal drive	✓		A I R
	Initiative	✓		A I R
	Management and organisational skills	✓		A I R
	Collaborate through effective and supportive teamwork	✓		A I R
	Demonstrate a professional attitude at all times	✓		A I R
Commitment	Aims and objectives of St Clare CMAT	✓		A I R
3 March 2023				

A = Application, I = Interview, R = References, T = Task

Where the applicant /post holder has a disability, every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.