**Monkwearmouth Academy**

**Finance and Administration Assistant**

#### Person Specification

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| **Category** |  | **Evidence Gained From** |
| **QUALIFICATION AND TRAINING** | * Relevant NVQ Level 2 in Administration or equivalent | * Application * Certificates |
| **EXPERIENCE** | * Experience of working in an administration and/or finance role * Experience of using a range of IT packages to produce a variety of documents e.g. spreadsheets, letters etc | * Application * Interview * References |
| **KNOWLEDGE AND SKILLS** | * Numerical skills to be able to undertake the finance aspects to the role * Knowledge and skills to meet the demands of a busy office * Ability to use financial software systems * Ability to carry out a range of administration roles * Excellent communication skills * Ability to work alone and make decisions when required as well as working as part of a wider team | * Application * Interview * References |
| **OTHER REQUIREMENTS** | * A commitment to safeguarding and promoting the welfare of children and young people * Prepared to work flexibility to meet work requirements | * Application * Interview * References |