Person Specification

Post: Purchase to Pay Assistant

Attributes	Essential	Desirable	How identified
Qualifications	• GCSE Grade 4 or above in English and mathematics (or equivalent) Working towards / achieved level 2 AAT or equivalent qualification	• Working towards / achieved level 3 qualification in relevant area • Membership of the chartered institute of personnel and supply	• Application • Certification
Experience	• Values driven • Working in a finance team within a similar role • Processing requests / documents in keeping with strict deadlines	• Working in an inner-city area of high deprivation • Working in a finance team in an educational setting	• Application • Interview
Knowledge and skills	• Effective communication • Excellent numeracy skills • Understanding of what makes an ideal team player • Commitment to safeguarding • Microsoft Office, especially Excel, Outlook and Word	• Understanding of what makes a Dixons academy different and successful • Understanding and interest in accounting disciplines • Working knowledge of PS Financials or other relevant finance system	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to give, receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy	• Willingness to offer extra-curricular provision	• Application • Interview • References