

PERSON SPECIFICATION



FINANCE OFFICER		
Requirements	Essential	Desirable
Skills and Abilities		
Excellent bookkeeping skills including the ability to carry out complex reconciliations.	Y	
Excellent communication skills both verbal and written.	Y	
Excellent problem solving skills.	Y	
High degree of accuracy and attention to detail.	Y	
Able to identify and suggest improvements to service.		
Able to liaise effectively with other staff and to offer advice and support when required.	Y	
Excellent IT skills, including financial management systems and Microsoft packages.	Y	
Excellent numeracy and analytical skills, with attention to detail	Y	
Ability to analyse, interpret, explain and summarise data and issues in a logical manner.	Y	
Display a positive approach to building strong relationships with colleagues within and external to the Association.	Y	
Ability to work on own initiative, prioritise work and work to deadlines.	Y	
Experience		
Experience of housing management software	Y	
Experience of SDM		Y
At least two years of working in an accounting environment as a senior bookkeeper or similar.	Y	
Payroll processing experience		Y
Month end procedures, reconciliations and journal postings		Y
Working in a Housing Association or related organisation in a finance function.		Y
Knowledge		
Extensive experience of working with financial information.	Y	
Training & Qualifications		
Membership of Association of Accounting Technicians or similar.		Y
Other Requirements		
Willingness to learn areas not familiar with	Y	
Confidentiality	Y	