

Person Specification: Finance Officer

ESSENTIAL	DESIRABLE
<p><u>Education</u></p> <ul style="list-style-type: none"> AAT Qualified or Part qualified ACCA/CIMA or Equivalent (e.g. Accounting/Finance Degree). 	
<p><u>Work Experience</u></p> <ul style="list-style-type: none"> At least two years practical experience of computerised accounting systems including nominal ledger, purchase ledger and cash book. Proven experience of general routine accounting processes. Minimum of two years' experience preparing bank and other balance sheet account reconciliations. Experience of producing cash-flows. 	<ul style="list-style-type: none"> Experience of working in a finance role within the social housing sector. Knowledge of Housing association accounting. Experience of working with Sage 200. Experience of contract management.
<p><u>Special Skills/Abilities</u></p> <ul style="list-style-type: none"> Excellent organisational skills. Ability to use latest Microsoft Office Excel and Word to an Intermediate Level. Methodical approach to work, attentive to detail, able to plan, prioritise workload, and meet deadlines. Ability to use own initiative. Ability to communicate effectively in both written and verbal form. 	<ul style="list-style-type: none"> Ability to speak and /or write Welsh. Knowledge of service charge legislation. Experience in the production of statutory / management accounts.
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> Health & Safety and Equal Opportunity awareness. Ability to organise and prioritise work, often under pressure. Willing to conduct their self and exercise their duties in a manner commensurate with the ethos of the Association. A flexible and cooperative team player who understands the wider impact of their work on other members of staff. Able to communicate clearly and in plain English – excellent spoken and written skills to a variety of audiences. Good at problem solving Confidence to tackle problems directly. 	