



Person Specification:	Assistant Finance Officer
The successful candidate will possess the following:	
Skills	<p>Excellent communication skills and interpersonal skills both written and verbal(E)</p> <p>The understanding of what is “excellent customer service” (E)</p> <p>Ability to manage a busy workload and work effectively with minimal supervision (E)</p> <p>A solid understanding of accounting principles (E)</p> <p>Experience of posting general ledger journal entries (E)</p> <p>Experience of carrying out monthly Bank Reconciliation (E)</p> <p>Experience of accounting procedures within sales and purchase ledger processing (E)</p> <p>Good Excel spreadsheet skills and previous experience of using accounting software (E)</p> <p>Strong organisational skills, attention to detail and ability to multitask (E)</p> <p>Problem solving and ability to resolve complex issues (E)</p> <p>Working knowledge of MS Office software packages (E)</p> <p>Knowledge of SDM financials software (D)</p> <p>Establishing professional working relationship with colleagues (E)</p> <p>A reliable and positive team player, willing to support other members of the wider Homes for Life staff team.</p>
Knowledge & Experience	<p>Experience of delivering high quality and accurate finance support services (E)</p> <p>Excellent understanding of the varying aspects of finance modules – Purchase Ledger Nominal ledgers (E)</p> <p>Experience of working in partnership to solve financial queries (E)</p> <p>Knowledge of the Scottish Housing Regulator’s Regulatory Framework & requirements of the Scottish Social Housing Charter (D)</p>

Attributes (E)	<p>Ability to communicate financial matters to non-technical internal staff and external Customers</p> <p>Ability to manage and prioritise a changing workload</p> <p>High attention to detail</p> <p>Care and understanding of tenants and other service user individual needs</p> <p>A desire for continual service improvement and a willingness to work in the community to provide this</p> <p>Ability to manage and prioritise a changing workload</p>
Qualifications	<p>Relevant professional qualification (D) Full</p> <p>Drivers Licence and access to a car on a daily basis (D)</p>
Team Behaviours - all members of staff are required to deliver the following behaviour (E)	<p>Compassion</p> <p>Collaboration</p> <p>Trust, encompassing integrity and openness</p> <p>Professionalism, encompassing, respect, knowledge, and learning</p>
Key	(E) Essential (D) Desirable