



<b>Person Specification:</b>	<b>Assistant Finance Officer</b>
<b>The successful candidate will possess the following:</b>	
<b>Skills</b>	<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>
<b>Knowledge &amp; Experience</b>	<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 &amp; requirements of the Scottish Social Housing Charter (D)</p>

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