



Knowes Housing Association

Person Specification for Finance Assistant

| | Essential | Desirable |
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| <i>Skills & Abilities</i> | <ul style="list-style-type: none"> • Standard Grade Passes or equivalent in English and Mathematics • Attention to detail and ability to work to deadlines • Ability to work as part of a team • Ability to provide excellent customer service • Ability to communicate effectively and resolve conflict • Organised and able to prioritise work load | HND or equivalent in book keeping or similar level of qualification. |
| <i>Experience</i> | <ul style="list-style-type: none"> • Experience of working in the public or private sector in a finance section managing the Purchase Ledger, general Cash Counter duties and bank reconciliations • Experience of communicating with suppliers • Experience of communicating with customers | |
| <i>Knowledge</i> | <ul style="list-style-type: none"> • Working knowledge of Microsoft office and Word and Excel computer packages or equivalent • Knowledge of computerised accounting systems. • Knowledge of book keeping principles and cash control | Knowledge of the housing association movement |

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| <i>Values/ Attitudes</i> | <ul style="list-style-type: none"> • Demonstrate a knowledge of equal opportunities principles and practice • Committed to Continuous improvement • Customer focused • Professional approach, displaying honesty and integrity • Respect for customers and colleagues | Commitment to the principles of the provision of social housing and community regeneration |
| <i>Other requirements</i> | | Full driving licence and use of own car. |