



Person Specification – Finance Assistant (Trainee)	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Excellent written communication skills • Excellent verbal communication skills • Confident in ability to have telephone conversations. • Self-motivated • Ability to work to deadlines • Attention to detail • Ability to organise and deal with multiple tasks • Excellent IT and problem solving skills • Ability to learn new tasks quickly • Ability to work well within a team 	<ul style="list-style-type: none"> • Able to demonstrate initiation and flexibility in managing workload
Experience	<ul style="list-style-type: none"> • Experience of a workplace environment 	<ul style="list-style-type: none"> • Experience working in an office environment • Experience of using IT systems



Person Specification – Finance Assistant (Trainee)	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of Microsoft computer packages • Literacy and numeracy knowledge 	<ul style="list-style-type: none"> • Understanding of social housing and context • Knowledge of office administrative processes and procedures • Knowledge of accounts/bookkeeping
Values/Attitudes	<ul style="list-style-type: none"> • Committed to the principles of customer care in a public or charity sector • Committed to continuous improvement • Customer focused • Professional approach, displaying honesty and integrity • Respect for customers and colleagues • A can-do attitude 	<ul style="list-style-type: none"> • Desire to learn and develop career in finance within Social Housing
Other requirements/ qualifications	<ul style="list-style-type: none"> • Four Scottish Grade Highers (or equivalent type qualifications) including Maths and English 	<ul style="list-style-type: none"> • HND accounts