

## Finance Administrator Person Specification

Experience and Qualifications	Essential	Desirable
A minimum of two years' administration with financial elements	✓	
Experience of housing associations and Factoring		✓
Intermediate Excel skills		✓
Experience of using finance software systems		✓
Experience of SDM		✓
Financial awareness and knowledge of finance admin tasks, e.g. bank reconciliations, purchase ledger		✓
Knowledge	Essential	Desirable
Demonstrate an understanding of equalities.	✓	
Fully understands the principles and practice of GDPR and FOI	✓	
Understanding bank reconciliations, purchase ledger and finance admin		✓
Proven ICT skills in a range of Microsoft packages	✓	
Knowledge of the issues surrounding housing landlord finance functions for example income maximisation and Value for Money		✓
Skills and abilities	Essential	Desirable
Qualified to HNC level or equivalent in Business related subject		✓
Qualifications that demonstrate suitable level of numeracy and literacy	✓	
High level of attention to detail to produce accurate work.	✓	
Demonstrate excellent IT skills relevant to the post / job description	✓	
Ability to analyse information and present this in a meaningful way		✓
Ability to seek solutions to problems	✓	
Good time management, prioritise and plan workload and deliver to tight deadlines	✓	
Confident, professional, excellent communication skills – both written and verbal	✓	
Motivated, enthusiastic and self-starting team player with a commitment to represent the department positively and professionally and capable of building good relationships with staff, customers, and suppliers	✓	
Other	Essential	Desirable
Committed to Continuous Personal Development, willing to learn and undertake training as required	✓	
Displays a positive, can-do attitude and is able to work off their own initiative, reacting positively to ever changing expectations and customer needs	✓	
Commitment to continuous improvement and quality in all aspects of work	✓	
Flexible and adaptable approach to work, colleagues and customers	✓	