

## **PERSON SPECIFICATION**

### **FINANCE ASSISTANT**

#### **Essential Skills**

- Proven ability to provide an efficient and effective finance service
- Previous Purchase Ledger Experience
- Previous experience of sales ledger or rent ledger operation
- Knowledge and experience of VAT
- Flexible approach to work and undertaking other tasks
- High degree of computer literacy, especially Microsoft Office
- Financial numeracy skills
- Qualification in Book keeping or 5 years book keeping experience
- To work within the framework of the Association's equal opportunity policy
- Proven ability to work within and contribute to the team environment

#### **Desirable**

- Experience of Kypera Financials and Kypera Home software packages
- Experience of Sage payroll software
- Housing Association Experience
- NC in Accounting
- Experience of taking accounts to Trial Balance