One Vision Housing

Personal Specification

Job title:	**Finance Officer**
Directorate:	**Corporate Services**
Team:	**Finance**
Salary:	**£23,000**

		Desirable /Essential	Method of assessment
Qualification	HNC / Part Qualified / Qualified AAT Accountant (or equivalent).	E	C
Experience	Relevant financial experience within a Registered Provider or large complex organisation .	D	A & I
	Experience of assisting in the preparation of monthly management accounts, including relevant reconciliations and adhering to strict reporting deadlines and targets.	E	A & I A & I
	Experience of assisting in the preparation of budgets and budgetary control processes, including providing professional finance advice, support and training to Budget Holders.	E	A & I
	Experience and sound understanding of closedown procedures and the production of audit schedules.	E	

Knowledge, skills and abilities	Aspiration to develop your existing financial and technical knowledge, seek opportunities for continuous improvement and adopt a proactive approach to self development.	E	A & I
	A proactive approach to problem solving and delivering financial solutions.	E	T
	Well developed listening, communication and questioning techniques, supported by strong analytical skills and organisational abilities .	E	A & I
	Ability to prioritise work and adhere to strict deadlines and targets.	E	A & I
	Ability to communicate clearly with colleagues and external bodies at all levels.	E	A & I
	A proven track record of establishing and maintaining strong relationships .	D	A & I
	Possession of strong team working skills	E	A & I
	Ability to analyse and interpret complex financial and statistical information, summarising key points and making recommendations.	E	A & I
	Ability to be flexible and adaptive to change, influencing cultural /organisational change and challenging norms.	D	A & I
Other	Current Driving Licence and access to a vehicle	D	A & I

AF = Application form
I = Interview
T = Test