

HILLHEAD HOUSING ASSOCIATION 2000

PERSON SPECIFICATION

August 2025

POST OF FINANCE ASSISTANT		
ATTRIBUTES	ESSENTIAL THE MINIMUM ACCEPTABLE LEVELS FOR SAFE AND EFFECTIVE JOB PERFORMANCE	DESIRABLE THE APTITUDES OF THE IDEAL CANDIDATE
ATTAINMENTS 1. EDUCATIONAL (E.G. MINIMUM REQUIREMENTS) 2. OCCUPATIONAL (E.G. EXPERIENCE)	<i>EDUCATED TO HNC LEVEL OR EQUIVALENT; OR DEMONSTRABLE EQUIVALENT EXPERIENCE</i> <i>PREVIOUS EXPERIENCE OF SIMILAR OR RELATED FINANCE OR ACCOUNTANCY WORK</i> <i>EXPERIENCE OF WORKING WITH COMPUTERISED ACCOUNTING SYSTEMS INCLUDING SALES, PURCHASE & NOMINAL LEDGERS AND PAYROLL</i> <i>EXPERIENCE OF WORKING WITH SPREADSHEETS</i>	<i>HNC IN ACCOUNTANCY OR OTHER RELEVANT FINANCIAL QUALIFICATION</i> <i>EXPERIENCE OF WORKING IN THE PUBLIC AND/OR VOLUNTARY SECTOR</i> <i>KNOWLEDGE OF COMPUTERISED BANKING FACILITIES</i>
PERSONAL QUALITIES (E.G. ACCEPTABILITY, MOTIVATION, JUDGEMENT, DISPOSITION)	<i>ABILITY TO WORK ON OWN INITIATIVE AND TO WORK WELL WITH PEOPLE</i> <i>A TEAM PLAYER</i> <i>FLEXIBLE APPROACH TO WORK</i> <i>ABLE TO MANAGE A DIVERSE WORKLOAD AND WORK UNDER PRESSURE</i> <i>BE ABLE TO WORK TO DEADLINES</i>	
SPECIAL APTITUDES (E.G. ARITHMETICAL, MANUAL DEXTERITY, DRIVING LICENCE)	<i>NUMERATE</i> <i>EXPERIENCE IN USE OF MICROSOFT PACKAGES, PARTICULARLY EXCEL</i> <i>GOOD ORGANISATIONAL AND COMMUNICATION SKILLS</i> <i>SELF MOTIVATED</i>	
CIRCUMSTANCES (E.G. ABILITY TO MEET SPECIAL DEMANDS OF THE JOB SUCH AS EVENING WORK)		<i>ABILITY TO ATTEND OCCASIONAL EVENING MEETINGS</i>
PREPARED BY: MANDY WHITE		
DESIGNATION: HEAD OF CORPORATE SERVICES		