

# **Person Specification for Finance & Administration Officer**

## *Wyke TMC Estate Services*

### **Mandatory Requirements**

#### **Education & Qualification**

Good standard of education i.e. Maths/English GCSE grade C or above.  
AAT qualified or equivalent

#### **Experience**

At least 5 years' experience using an accounts package for general bookkeeping, including producing accounts, management reports and administer rent accounting processes

Experience of liaising with auditors, banks and other financial institutions.

Experience of banking and accounting reconciliations, cashflow forecast, processing repair invoices, and payroll administration including liaison with Inland Revenue

Experience of using SAGE payroll. and HMRC web access for VAT submission

Experience of working for non-profit organisation

#### **Skills & Abilities**

Able to demonstrate the skills to successfully contribute to the aims & aspirations of a TMC.

Able to maintain and promote effective & positive relationships with other members of staff, TMC committee members, Councillors & the Public.

Able to assimilate and act on written and verbal information & instructions.

Able to understand & implement complex Housing legislation, policy and practice.

Able to organise and prioritise workload in order to meet critical deadlines and establish work programmes.

Able to work within and contribute to the TMC & Council Policy framework, including Equal Opportunities.

Able to demonstrate sufficient skills of numeracy to interpret and act on rent data in meeting income targets.

Able to understand, analyse and action information within defined procedures and policy

guidelines.

Able to comprehend the uses & development of computer systems in a Housing Management environment.

Able to take account of the practical implications of Equal Opportunities for delivery of services.

Able to present information effectively in court or other situations.

## **Disposition**

Able to work within a small team and make positive & helpful contributions.

Able to work flexibly and have a co-operative approach to solving problems.

Able to start work at 9am.

Able to work outside normal working hours to attend & service evening meetings.

Able to deal with stressful situations in a clam clear manner and working to tight deadlines.

## **Knowledge**

Good Knowledge of financial control systems

Knowledge of current accounting practice in the housing sector

Understanding the importance of a user-oriented service and the need for a courteous, well informed and helpful approach to the TMC's customers.

Knowledge of Health & Safety matters and procedures for safe working practices.

Awareness of equal opportunity issues concerning service delivery situations in social housing.

## **Discretionary Requirements**

None