

Person Specification

Post	Finance Administrator
Grade	EVH Grade 4

Education/Qualifications	Essential	Desirable
Possess Standard Grade/Nat 5 English (or equivalent)	√	
Possess Standard Grade Arithmetic/Nat 5 Maths/Maths application	√	
Possess a relevant qualification to HNC level		√
Experience		
Experience of working in an office environment		√
Experience of working in a similar role		√
Experience of working in the social rented sector		√
Knowledge		
Some working knowledge of Finance Software		√
Skills and abilities		
Intermediate skills in Excel	√	
Competent in Microsoft tools e.g. Word	√	
Good numeracy and accuracy skills	√	
Ability to organise and manage own workload	√	
Ability to work under pressure and meet deadlines	√	
Ability to work as part of a team	√	
Ability to take directions from Supervisors/Managers	√	
Other Requirements		
Committed, flexible and adaptable approach to work requirements.	√	
Commitment to ethos of social housing and Rosehill's values, including equalities and human rights.	√	
Strong IT Skills		√