# **TeignHousing_RGB**

## Person Specification – Finance Assistant

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| **Qualities** | **Essential** | **Desirable** |
| Competencies |  |  |
|  | Works well under pressure, self motivated, able to manage own workload effectively  IT Literate  Drive and commitment | Able to analyse and scrutinise financial and non-financial information |
|  | Highly developed interpersonal skills |  |
|  | Flexible and able to work as part of a team |  |
|  | High level of literacy and numeracy |  |
|  | Good verbal and non verbal communication skills |  |
| Knowledge and experience | Having worked in a financial environment you will have experience of the following areas:   * Cashbook and banking * Payroll Processing * Sales ledger and credit control * Purchase Ledger * Direct Debit Processing * Dealing with customer queries | A knowledge of the key aspects of RSL business and finance function |
| Personal integrity | Able to deal in a professional manner with colleagues and people outside the organisation | Able to positively promote and build PR for Teign Housing |
|  | Commitment to continuous training and development |  |
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