**Person Specification: Finance Systems and Project Co-Ordinator**

|  |  |  |
| --- | --- | --- |
| **Qualities** | **Essential** | **Desirable** |
| **Competencies** | Be able to identify and develop new working practices, processes and procedures to promote efficiency.  Be able to effectively communicate information to both lay and professional people.  Be fully conversant with the uses of finance and payroll software.  Be able to manage workloads to meet deadlines and bring set objectives to successful completion within agreed deadlines.  Well-developed inter-personal skills.  Have a sound knowledge of the complete finance function and have a good knowledge of system integration and process review.  Forward looking and innovative  Have an appreciation of the importance of the role of Finance in evolving organisation. | Be experienced in the subject of process performance optimisation, data maintenance and integrity |
| **Job Knowledge** | Thorough knowledge and understanding of the complete finance function. | Working knowledge of all aspects of Registered Social Landlord (RSL) regulations and procedures |
| **Experience** | Evidence of a good working knowledge of the systems used in the finance function and a thorough understanding of how they integrate.  Evidence of the ability to constantly review and update process and procedures in a changing environment | Involvement in establishing, developing and integrating a finance system.  Experience of an organisation or work environment undergoing significant change |
| **Commitment** | Commitment to customer service, equal opportunities and personal integrity.  Commitment to the principles of staff development and training.  Commitment to working as part of a team. | Proved commitment to social housing. |
| **Qualifications** | A good standard of higher education | Education to degree standard, professional membership etc. |