

Graduate Finance Assistant Person specification	
<p>Qualifications</p> <p>1. 2.2 or higher degree, preferably in a scientific or financial subject</p>	Essential
<p>Knowledge and Experience</p> <p>1. Experience using Microsoft Excel, including the use and adaptation of intermediate level formulae such as SUMIF and VLOOKUP</p> <p>2. Familiarity with Microsoft Outlook and Microsoft Word</p> <p>3. Experience using the SUN accounting computer system</p> <p>4. Knowledge of the Generally Accepted Accounting Principles applicable to UK Housing Associations</p>	Essential Essential Desirable Desirable
<p>Skills</p> <p>1. Excellent verbal, written communication and interpersonal skills</p> <p>2. Exceptional attention to detail</p> <p>3. Ability to organise and prioritise</p>	Essential
<p>Behaviours</p> <p>Communication: Take steps to keep others informed about what they need to know. Approachable, personable, able to form positive relationships.</p> <p>Critical thinking: Challenge the way things are currently done and the way opportunities and problems are approached.</p> <p>Flexible and adaptable: Adopt a practical approach to achieve the required results.</p>	Essential

Teamwork: Work effectively with others and ensure team objectives are met.	
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