

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

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