**Accounts Assistant – Part Time**

**Person Specification:**

**Qualifications:**

* **Essential:**
  + AAT Level 2 qualification or equivalent.
  + NAT5 (or equivalent) in Maths and English at grade C or above.
* **Desirable:**
  + Further education in finance, accounting, or a related field.

**Experience:**

* **Essential:**
  + Good understanding of bookkeeping procedures and financial controls
  + Experience in a finance or accounting role.
  + Experience with varied data entry. (minimum 1 year)
  + Experience with financial software and systems, such as Sage, QuickBooks, or similar. (minimum 1 year)
* **Desirable:**
  + Experience working within the housing sector or a Registered Social Landlord, in a finance role.
  + Experience with ‘Castleton Financials’ financial software.
  + Experience of posting customer payment data to a housing management system.

**Skills and Abilities:**

* **Essential:**
  + Strong numerical and analytical skills.
  + Excellent attention to detail and accuracy.
  + Proficiency in Microsoft Office Suite, particularly Excel.
  + Strong organisational skills with the ability to manage multiple tasks and meet deadlines.
  + Be self-motivated to work independently but also to work well as part of a team.
  + Strong communication skills, both written and verbal.
* **Desirable:**
  + Ability to interpret and explain financial information to non-financial colleagues.
  + Knowledge of housing finance regulations and compliance.

**Personal Attributes:**

* **Essential:**
  + High level of integrity and professionalism.
  + Proactive and willing to take initiative.
  + Commitment to continuous professional development.
  + Ability to maintain confidentiality.

**Other Requirements:**

* **Essential:**
  + Willingness to undergo relevant training and development.
  + Flexibility to adapt to changing priorities and work demands.