

Person Specification

Job Title	Housing IT Accounts Officer
Grade	SO1
Service/Section	Housing IT/Digital
Directorate	Resources

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
<ul style="list-style-type: none"> • Knowledge of MS Technologies, including MS Word, MS Excel, MS Outlook and Web Browsing Tech 	E
<ul style="list-style-type: none"> • An understanding of Financial Procedures & Controls 	E
<ul style="list-style-type: none"> • Knowledge of payment technology such as direct debits, standing orders and Online 	D
<ul style="list-style-type: none"> • A basic understanding of RBG Housing Policy & Procedure 	D
Skills and Abilities	
<ul style="list-style-type: none"> • Ability to work as part of a team contributing to key functions but also able to prioritise and organise own workload and work independently 	E
<ul style="list-style-type: none"> • Ability to enter, manipulate and reconcile data – particularly financial data 	E
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills 	E
Experience	
<ul style="list-style-type: none"> • Experience of working in an Accounts Environment 	E
<ul style="list-style-type: none"> • Experience of using computerized systems for the management of accounts 	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E

