

PERSON SPECIFICATION		
JOB TITLE: Property Accounts Assistant		
GRADE: SC4		
Criteria	Method of Assessment A= Application I=Interview T=Test	Short Listing Criteria
Experience and Education		
1.1. Experience of working as an office administrator in a busy office with a residential portfolio open to the public.	A/I	E
1.2. Excellent literacy and numeracy skills with a high attention to detail.	A/I/T	E
Knowledge/Skills and Abilities		
2.1. Experience of and ability to use/set up and monitor/maintain systems and procedures using technology and manual means. Detailed knowledge and experience of Microsoft Office software, in particular Word and Excel	A/I/T	E
2.2. Experience of and ability to provide efficient administrative support, including organising meetings, preparation of documents, etc.	A/I	E
2.3. Ability to effectively prioritise and organise workloads and meet deadlines, to the required standards, particularly when faced with changes in priorities.	A/I	E
2.4. Experience of and ability to research information, and to co-ordinate and present information to a high standard to senior officers.	A/I	D

2.5. Experience of handling cash and cheques in office organisation.	A/I	D
2.6. Ability to deal appropriately with members of the public, in person, in writing and by phone.	A/I/T	D
2.7. Ability to communicate effectively to a high standard verbally and in writing.	A/I/T	D
2.8. Experience of and ability to collect, analyse and report data and statistics.	A/I/T	D
Equal Opportunities		
3.1. Awareness of equalities issues and ability to promote the principle within all areas of the post holder's work.	A/I	E
Other Requirements		
4.1. Experience of and ability to work on own initiative, to act responsibly and be self motivated and committed to providing an effective service. Ability to provide good customer service both internally and externally and willingness to work additional hours in peak periods.	A/I	D