

APEX HOUSING ASSOCIATION LIMITED

EMPLOYEE SPECIFICATION

POSITION: Senior Finance Officer

DATE: May 2021

If desirable criteria are used for short listing purposes candidates must meet the Education/Qualification criteria plus 50% of Relevant Experience Criteria

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	Part qualified in ICAI, CIMA, ACCA or other recognised equivalent accountancy qualification	Qualified in ICAI, CIMA, ACCA or other recognised equivalent accountancy qualification
RELEVANT EXPERIENCE	2 years experience in preparation of management accounts, budgets and financial forecasts to final review stage Or 2 years audit experience in practice	1 years experience within the finance department of a charitable/construction/social housing organisation and; Experience of multi-currency/cross border operations and; Experience of VAT requirements in charitable/construction/social housing sector
SPECIALIST KNOWLEDGE/ TRAINING	IT Skills (Windows/Word/Excel) Integrated accounts packages	Open accounts/Sage/payroll systems/Housing Management Systems
PERSONAL SKILLS	<ul style="list-style-type: none"> • Attention to detail • Accuracy • Strong organisational skills • Ability to prioritise 	
DISPOSITION	<ul style="list-style-type: none"> • Awareness of confidentiality • Mature approach to work • Good communication skills 	
CIRCUMSTANCES	Flexibility towards working hours when required. *Current Driving Licence and access to a car	

* This criteria will be waived in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements