

Person Specification

Job title: Finance Officer
Organisation: Scottish Huntington's Association
Date prepared: April 2024

	Essential	Desirable
1. Knowledge, Skills & Experience	<p>Two years experience in a similar role</p> <p>Good understanding of Accountancy principles</p> <p>Proficient in use of Accounting software</p> <p>Strong bookkeeping skills</p> <p>First rate numerical skills</p> <p>Excellent administrator and competent in the use of Microsoft Office 365</p> <p>Understanding of confidentiality & GDPR requirements</p>	<p>Experience in the use of SAGE 50 software</p> <p>Excellent knowledge of Microsoft Excel and numeric formula</p>
2. Personal Qualities	<p>Excellent attention to detail</p> <p>Strong interpersonal skills with the ability to manage internal and external relationships effectively and appropriately</p> <p>High level of written communication skills</p> <p>Ability to work collaboratively as part of a team but also independently whilst working from home</p> <p>Ability to organise and prioritise workload</p>	

<p>3. Planning and Organisational Skills</p>	<p>Effective time management skills</p> <p>Ability to meet deadlines</p> <p>Logical and methodical approach to tasks</p>	
<p>4. Other</p>	<p>Driving license and access to a vehicle at least once per week</p> <p>Awareness of personal responsibility in relation to health and safety</p> <p>Willingness to partake in professional development</p>	