



**Finance Assistant**  
**FIRST CHOICE HOUSING ASSOCIATION**  
**COMPETENCY PROFILE / KNOWLEDGE AND EXPERIENCE**

|                                 | <b>Qualifications</b>  | <b>Assessed</b>         | <b>Essential<br/>Desirable</b> |
|---------------------------------|--|-------------------------|--------------------------------|
| 1                               | A minimum of 5 GCSE's or experience in a financial focused role  | Application             | Essential                      |
| 2                               | AAT Qualification or willingness to work towards   | Application             | Desirable                      |
| <b>Competency</b>               |  |                         |                                |
| 3                               | Ability to work on own initiative, prioritise and take responsibility  | Application / Interview | Essential                      |
| 4                               | Skilled in use of Excel, Access and Word   | Application / Interview | Desirable                      |
| <b>Knowledge and experience</b> |  |                         |                                |
| 5                               | Experience of using SAGE accounting software   | Application             | Desirable                      |
| 6                               | Experience of providing a high quality customer focused service  | Application/Interview   | Desirable                      |
| 7                               | Demonstrable ability to plan and prioritise effectively in order to achieve targets and meet deadlines                               | Application/interview   | Essential                      |
| 8                               | Interest and experience in Finance   | Application             | Essential                      |
| <b>Communication</b>            |  |                         |                                |
| 9                               | Effective written and oral communication skills, including ability to communicate at all levels, plus strong verbal reasoning skills | Application             | Essential                      |
| 10                              | Ability to speak Welsh   | Application             | Desirable                      |
| <b>Other</b>                    |  |                         |                                |
| 11                              | Strong commitment to equality of opportunity   | Application             | Essential                      |