

**REVENUE ACCOUNTANT
EMPLOYEE SPECIFICATION**

	Attributes	Criteria	Rank
1	Education and Training Attainments	Part / Fully Qualified Accountant or Accounting Related Finance Degree	Essential
2	Relevant Experience	Minimum of one to two years' experience in a similar working environment. Experience of residential /housing background. proven record of reaching targets	Essential Essential Essential
3	Knowledge and Skills	Advanced excel skills. Computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet. Ability to work with accuracy and attention to detail and within deadlines	Essential Essential
4	Special Aptitudes	Possess excellent verbal and written communication skills, have the ability to compose letters, memos and reports Aptitude to self-manage and work independently Capacity to build rapport and relationships with funders and colleagues Requirement to be fluent in English Able to work in a fast-paced, multi-tasking environment Excellent written and verbal communication skills Previous or similar experience in Revenue reporting desirable	Essential Essential Essential Essential Essential
5	Additional Factors	Willingness to work outside normal office hours on occasions	Desirable

--	--	--	--