



WILLOW TREE

HOUSING PARTNERSHIP

Person Specification

Job Role: Income and Expenditure Officer

You can demonstrate:

- A good knowledge of accounting principles.
- Knowledge of purchase ledger systems and nominal ledger packages.
- Knowledge of sales ledger systems.
- Knowledge of rent income management systems.
- Experience of recording income (sales ledger) and of associated reconciliations.
- Experience of accounts payable and all the related processes and controls.
- Experience of dealing with suppliers, credit control et al.
- Good standard of numeracy/literacy.
- Able to communicate effectively with customers in writing and verbally.
- Ability to accurately follow detailed procedures and instructions.
- Ability to produce performance reports.
- Good computer literacy and keyboard skills, including proficiency in the use of Excel and Word.
- A good communicator able to work as part of a team and to deal with a range of tasks in a flexible and effective manner.

Requirements:

- Relevant professional qualification from an accounting body.
- Commitment to ongoing training and development essential for the role.

