

**Person Specification**

This post requires that the post holder has the following skills and experience to fulfil the job description.

When completing your application form, in section 6 “Person Specification” please address yourself to each of the points marked with an asterisk \*. Please number each point and clearly explain how your experience, skills and knowledge meet the requirements specified.

**Application forms without this completed section will not be accepted.**

**Essential Experience:**

- \* 1. Experience of office systems and procedures
- \* 2. Experience of maintaining computerised databases and paper-based records

**Skills / Ability / Knowledge:**

- \* 3. Computer literate and confident using MS Office (Outlook, Word, and Excel)
- \* 4. Experience of managing petty cash and banking
- 5. Good level of numeracy and experience of working with office finance systems
- \* 6. A good knowledge of local housing procedures
- 7. Excellent interpersonal and communication skills, both written and verbal
- 8. Ability to work unsupervised.
- \* 9. A good understanding of accountability and confidentiality
- 10. The ability to work under pressure, prioritise and deal with stress
- 11. Ability to be self-motivating and to organise and prioritise workload independently
- \* 12. Ability to be sensitive to the needs of people who are homeless, people with mental health difficulties, and people with problematic substance use
- 13. A good understanding of the causes and effects of homelessness and family breakdown.
- 14. Willingness to work as part of a team

**Other / Desirable**

- \* 15. A commitment to the development and implementation of Equal Opportunity Policies.