

## PERSON SPECIFICATION

### RENT ACCOUNTING OFFICER – F133a

Specification Type	Additional/changed requirements	E/D	Measure
<b>Qualifications &amp; Training</b>	Minimum of 5 GCSE or equivalent at grade A - C or above	E	1,3,4
<b>Qualifications &amp; Training</b>	Accountancy qualification or prepared to work towards relevant qualification	D	1,3,4
<b>Knowledge &amp; Experience</b>	Customer service experience	E	1,3
<b>Knowledge &amp; Experience</b>	Rent accounting experience	E	1,3
<b>Knowledge &amp; Experience</b>	Working as part of a team	E	1,3
<b>Knowledge &amp; Experience</b>	Housing legislation with respect to rent recovery	D	1,3
<b>Knowledge &amp; Experience</b>	Local government or housing association experience	D	1,3
<b>Skills &amp; Abilities</b>	High degree of computer literacy	E	1,3
<b>Skills &amp; Abilities</b>	Competent in the use of Microsoft Excel	E	1,3
<b>Skills &amp; Abilities</b>	Ability to work under pressure and to deadlines	E	1,3
<b>Skills &amp; Abilities</b>	Ability to use own initiative	E	1,3
<b>Skills &amp; Abilities</b>	Problem solving skills	E	1,3
<b>Skills &amp; Abilities</b>	Excellent communication skills	E	1,3
<b>Skills &amp; Abilities</b>	Commitment to customer care	E	1,3
<b>Other Requirements</b>	Understanding of and commitment to equal opportunity and diversity	<b>E</b>	1,3
<b>Other Requirements</b>	Willingness to work out of office hours if required	<b>E</b>	1,3

**Car Allowance:**

This post does not carry a designated car user status.

**E/D:**

Essential (E)  
Desirable (D)

**Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]