

Person Specification: Finance and Administration Officer

In order to be able to carry out the duties of this post effectively, candidates will be able to provide evidence of the following.

Essential Competencies and Attributes

- A relevant qualification or equivalent skills and work experience at [SCQF Level 8](#) (e.g. HND).
- Proven experience and ability to manage a wide range of administrative tasks including invoice processing, record-keeping, document management, diary coordination, and event organisation.
- Familiarity with office systems - including MS Word, Excel, Outlook, finance systems, and electronic file management - and a willingness to become the local expert on internal systems and processes.
- Proven ability to deliver responsive and proactive customer service, supported by excellent interpersonal and communication skills (oral and written).
- Experience in managing and assessing financial information, monitoring budgets and running financial reports, while ensuring accuracy.
- Strong organisational skills with the ability to multi-task and prioritise effectively.
- Proven ability to work independently with discretion, while also contributing effectively as part of a team - As the postholder will represent the area office at internal and external meetings and liaise with colleagues, senior staff and clients, a mature, respectful, and professional approach is key.
- Calm under pressure - The role involves managing multiple priorities, supporting client-facing staff, and handling financial and administrative responsibilities. Remaining calm under pressure and maintaining a solution-focused approach are therefore essential.
- Willingness to learn - HIE values continuous development. A proactive attitude toward learning new systems, processes, and policies is important for success and growth in the role.
- Cultural fit with HIE: The organisation emphasises values such as collaboration, innovation and customer focus. A strong candidate will:
 - Have knowledge/interest in economic and community development.
 - Have an understanding of the Argyll and the Islands economy.
 - Embrace teamwork and knowledge sharing, while demonstrating resilience and contributing to a stable and supportive team environment.
- Access to transport or alternative means of travel.
- Willingness and ability to travel for training or meetings, particularly to Inverness and other regional locations.