

# Person Specification: Finance Administrator

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

- Relevant qualifications or equivalent skills and work experience at SCQF Level 5 (e.g. National 5).
- Proven experience and ability to manage a wide range of administrative tasks including invoice processing, financial record-keeping, processing requests for travel and accommodation, document management and diary coordination preferably within the public sector and experience of working in an environment with high standards of governance and accountability.
- Familiarity with office systems—including MS Word, Excel, Outlook, finance systems, and electronic file management—and a willingness to become proficient on internal systems and processes.
- Proven ability to deliver responsive and proactive customer service, supported by excellent interpersonal and communication skills (oral and written).
- 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.
- Calm under pressure - The role involves managing multiple priorities, supporting client-facing staff, and handling financial and administrative responsibilities. Remaining composed and solution-focused during busy or challenging periods and approaching tasks with a collected attitude is 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 Highlands and Islands economy
  - Embrace teamwork and knowledge sharing, while demonstrating resilience and contributing to a stable and supportive team environment.
  - Communicate clearly and respectfully.
- Access to transport or alternative means of travel.
- Willingness and ability to travel for training or meetings, particularly to Inverness and other regional locations.