

**Job title:** Finance Assistant

**Responsible to:** Management Accountant

### **Role purpose**

Provide an efficient, innovative finance service to internal and external customers. Ensure rents are accurately processed and recorded, manage the purchase ledger on a day-to-day basis, and maintain finance records to a high standard.

### **Key accountabilities**

- Maintain the rent accounting system daily, ensuring rents are posted accurately.
- Maintain the purchase ledger, ensuring records are up to date and payments are made in line with procedures.
- Process all invoices and payments for the Society and post bank account entries to the cash book.
- Raise recharges and other invoices as required, ensuring timely payment.
- Assist with the posting of all bank account entries to the cash book.
- Contribute proactively to the development of the integrated Housing and Finance system and support colleagues as required.

### **Rents**

- Accurately enter all rents into the rent accounting system.
- Perform rent debits and weekly period ends.
- Manage adjustments and refunds weekly.
- Post all Direct Debits, Housing Benefit, UC and DSS payments weekly.
- Assist with the preparation of quarterly rent statements for residents.
- Provide timely information to support Housing Officers with arrears management.
- Support the Management Accountant in preparing annual rent increases and service charge schedules.

### **Purchase Ledger**

- Check authorisation and coding and process all invoices and payment requests.
- Ensure invoices are paid in line with current procedures.
- Investigate and resolve purchase ledger queries.
- Respond to invoice queries from suppliers and contractors.

### **Management Information**

- Post journals to maintain the nominal ledger.

- Assist the Management Accountant with the preparation of monthly management accounts.

### **Financial Monitoring**

- Assist the Management Accountant with the preparation of the annual budget.
- Provide reports to the Resources Director and Management Accountant as requested.

### **General**

- Liaise with internal teams and external agencies to support the effective delivery of the finance service.
- Work flexibly with colleagues and ensure adequate finance and office cover at all times.
- Provide general administrative support to the wider team as required.
- Manage own administration and maintain appropriate records.
- Represent Sutton Housing Society professionally and in line with its values and standards.
- Comply with all Society policies, procedures, financial regulations and standing orders, and the Code of Conduct.
- Adhere to data protection and safeguarding legislation and policies on confidentiality.
- Support personal development by attending training as required.
- Implement health and safety policies.
- Promote and apply the Society's equality and diversity policy.
- Undertake other duties consistent with the role, as directed by the Management Accountant or Resources Director.

**This is a description of the role as it is presently constructed. This will be reviewed periodically and updated to ensure that the role profile fully reflects the responsibilities of the role.**

## Person specification: Finance Assistant

The Person Specification states the minimum knowledge, skills and experience required to carry out the job.

E = Essential criteria      D = Desirable criteria	Essential Criteria	Desirable Criteria
<p><b>Experience and qualifications:</b></p> <ul style="list-style-type: none"> <li>• GCSEs (or equivalent), including Maths and English at Grade 4/C or above</li> <li>• AAT Level 2 or equivalent, or willingness to study towards a recognised finance qualification</li> <li>• Experience of working at a similar level in a finance environment</li> </ul>	<p>E</p> <p>E</p>	<p>D</p>
<p><b>Job related knowledge, aptitude and skills:</b></p> <ul style="list-style-type: none"> <li>• Attention to detail, accurate and numerate</li> <li>• A great organiser</li> <li>• Excellent communication skills</li> <li>• Experience of using Microsoft Office, including proficiency in creating spread sheets</li> <li>• A great relationship builder</li> <li>• Ability to work alone under pressure and meet deadlines</li> <li>• Ability to work positively with older people</li> <li>• Customer service focus</li> </ul>	<p>All are essential</p>	
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"> <li>• A great team player and relationship builder</li> <li>• Warm, compassionate, and approachable, with a sense of humour</li> <li>• A positive approach to work and life, willing to take responsibility for own actions</li> <li>• Open and honest, with a strong sense of integrity</li> <li>• Hardworking, flexible and willing with 'can do' attitude</li> <li>• Wanting to make a difference every day</li> <li>• Committed to equality and diversity</li> <li>• Ability to use own initiative and judgement</li> <li>• A creative and problem-solving approach to work.</li> </ul>	<p>All are essential</p>	