

SOUTH DEVON RURAL HOUSING ASSOCIATION LTD

POST: Finance Assistant

RESPONSIBLE TO: FINANCE OFFICER

PURPOSE OF POST: To provide an effective, efficient and comprehensive finance assistant role to the Finance Officer.

1. MAIN FUNCTIONS

1.1. To assist the Finance Officer in the following areas:

- 1.1.1. The day to day running of the purchase ledger, sales ledger and payroll administrative functions of the Association and the subsidiary Rural Homes Ltd.
- 1.1.2. Monthly reconciliation of the purchase, sales ledger and Associations bank accounts.

1.2. To participate as a member of the Association's staff team.

2.0 KEY DUTIES

Financial Administration - for both South Devon Rural Housing Ltd and Rural Housing Ltd

2.1.1 Purchase ledger process:

- a) Ensure invoices are entered and processed in a timely manner;
- b) Prepare weekly payment report;
- c) Upload approved payments to the bank for payment;
- d) Liaise with suppliers and budget holders to ensure payments are up to date.

2.1.2 Sales Ledger process:

- a) Prepare and send invoices according to agreed timescales;
- b) Debt recovery in conjunction with the Finance Officer.

2.1.3 Updating the daily cashflow spreadsheet to manage balances in both organisations' bank accounts.

2.1.4 Ensure the HMRC monthly payment of NI and Tax are completed in a timely manner.

2.2 Housing Administration

2.2.1 Liaise with the local council for void properties and council tax liabilities.

2.2.2 Liaise with utilities regarding void properties.

2.3 Filing

2.3.1 Undertake regular filing routines.

2.4 Team Responsibilities

2.4.1 Type letters, memos and other documentation as requested by other team members.

2.4.2 Assist with tasks undertaken by other members of the team in their absence or as requested by the Finance Officer or Finance & Resources Director.

2.4.3 To contribute positively towards the improvement of services to the Association's customers

2.4.4 To develop positive working relationships with Board members and colleagues

2.4.5 To participate in Training opportunities to develop understanding and knowledge to fulfil the role and to keep up to date with changes in legislation, regulation and Best Practice

2.4.6 To undertake other duties as may be required consistent with the responsibility of the post

2.4.7 To ensure compliance with the Association's obligation in respect of the law, registration, regulation, policy, procedure and Health and Safety obligations and bring any concerns to the attention of the Finance & Resources Director.

Person Specification

Finance Assistant

Essential

1-2 years experience in a similar position working in a finance team

Good IT skills

Good working knowledge of Microsoft office or equivalent, particularly Excel
Word
Outlook

Able to demonstrate high level of numeracy and accuracy

'GCSE' passes with good grades or equivalent in:

English
Maths

Good understanding of equal opportunities and diversity

Good communication skills;
Self-motivated to get things done;
Organised

Desirable

3 or more years in a comparable position

Advance knowledge of Word including mailmerge
Excel
Access
Outlook

Working towards a qualification in accounts or bookkeeping (AAT)

Previous experience in social housing or residential care

Bank reconciliation experience

Experience in preparing VAT returns

Allpay and Omniledger software packages

Wider knowledge of diversity