

JOB DESCRIPTION

JOB TITLE:	Finance Assistant (including Trainee)
LOCATION:	Across Derventio Housing Trust's offices and project locations
ACCOUNTABLE TO:	Finance Director Income Recovery/Finance Team Leader

All contracts are based on a 40 hour week (pro rata + or -)

This role will require you to undertake a Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.

You must be prepared to wear an ID Badge and Security Tag.

JOB PURPOSE

To provide finance & administration support for Derventio Housing Trust and play a key role in assisting the Head of Financial Services, in particular for the accounting administration requirements.

DUTIES AND RESPONSIBILITIES OF THE POST

1. To ensure all relevant information is input on the ledgers, cashbook, petty cash system and computerised accounts system to agreed procedures and in accordance with reporting deadlines.
2. To process the day-to-day accounts, including checking and processing invoices, dealing with council tax and TV license letters, 3rd party deductions, preparing payments, writing cheques, raising invoices, checking and processing monies received, completing paying in books, taking monies to the bank as necessary and collecting income to bank from other offices etc.
3. Liaise with external agencies
4. Prepare and process weekly voids.
5. Deal with Housing Benefit issues, including HB statements.
6. To process, complete and maintain landlord payments, remittances and account logs.
7. Maintain information systems for recording of rent in advance (RIA) and rental deposits spreadsheet.
8. Prepare the weekly bank reconciliation.
9. Provide financial assistance for the Company and support the Financial Services Deputy Director with all finance matters, including the preparation of reports, statistics and information for Heads of Service, Directors and Funders utilising IT facilities as appropriate.
10. Input into property manager.
11. Processing income onto accounting system
12. Keep rent and domestic accounts up to date. Update arrears weekly onto spreadsheets.
13. Prepare monthly accruals list for management accounting purposes.
14. Prepare and process annual accruals for income and expenditure in accordance with year end timetable.
15. Assist with the maintenance and updating of the Finance Procedures in policies and procedures as agreed.

16. Order goods and services as appropriate.
17. Assist with processing of rent accounting
18. With both internal and external communications, maintain the reputation and good standing of the Company, and behave in a professional manner.
19. To assist with the completion of month end reports.
20. Assist with processing of rent accounting including all month end procedures.
21. To assist with the supervision and training of volunteers for finance as requested.
22. To adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.

Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.

DEVELOPMENT AND TRAINING

To respond positively to new and alternative systems and undertake training and development activities as identified.

HEALTH & SAFETY

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUALITY & DIVERSITY

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY & DATA PROTECTION

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR.

PROFESSIONAL BOUNDARIES

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees and other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

SAFEGUARDING

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

AGREEMENT OF JOB DESCRIPTION

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: _____ Date: _____