



KNOWES HOUSING ASSOCIATION LTD

JOB DESCRIPTION

JOB TITLE:	Finance Assistant 2	GRADE:	PA13 -16
ACCOUNTABLE TO:	Head of Finance		
REPORT TO:	Finance Officer (Repairs Officer for one day per week)		
DATE LAST REVIEWED:	March 2019		

OBJECTIVES OF THE POST

To provide support to the Finance Officer and Head of Finance in delivering an efficient and effective finance service for Knowes Housing Association Ltd.

ROLE OF TEAM

The Finance Assistant works as part of a team consisting of the Head of Finance, the Finance Officer and two Finance Assistants. The role of the Finance Team is to:

- Maintain the rent accounting system, post all payments timeously and ensure completeness of income through rent and bank reconciliations.
- Maintain the nominal ledger and cash books and ensure reconciliations are carried out on a regular basis.
- Maintain the purchase ledger and ensure creditors are paid in a timely and efficient manner.
- Provide a factoring service for the Association, liaise with the repairs team, raise invoices, collect monies including taking legal action where necessary.
- Raise rechargeable repairs invoices and collect monies including legal action where necessary. Provide Head of Finance with six monthly report for writing off.
- Collection of former tenant rent arrears including legal action where necessary and providing Head of Finance with six monthly report for writing off.
- Provide reports to Senior Management Team on former tenant arrears, debt write off, monthly rent and voids and other financial matters as required.

- Process monthly payroll.
- Time Allocation – Ensure timesheets are received from all staff on monthly basis, entered into system and quarterly management report produced for Head of Finance.
- Scanning – ensure that Finance maintain the finance section’s scanning.

PRINCIPLE DUTIES - General

Rent Accounting system

1. Posting of daily income, housing benefit prints and standing orders.
2. Collection and processing of monies received through the cash counter, debit/credit cards, standing orders and postal remittances.
3. Processing direct payment print
4. Telephone collection of rents through world pay website, processing of batch payments on following day
5. Investigate any daily differences in cash balances and bring to attention of Finance Officer and/or Head of Finance as necessary.
6. Where requested by Finance Officer or Housing Manager, process refunds of housing benefit to WDC and rent to tenants where necessary.
7. Assist Finance Officer in the production of annual rent letters.

Cash Book

8. Post bank statements on a daily basis to QLx
9. Bank reconciliation – postings of bank statements to cash book and reconciling items
10. Maintaining record of bank reconciliations for audit purposes
11. Investigation of differences between cash books and bank and bringing to attention of Finance Officer

Purchase Ledger

12. Ensure purchase invoices are matched to purchase order.
13. Ensure purchase invoices are authorised and coded appropriately.
14. Record purchase invoices and the weekly raising of payment batches.

15. Raise manual cheques for those payments not paid via BACs and ensure cheques authorised by two members of Senior Management Team.
16. Pass payment batches to Finance Officer/Head of Finance for authorisation and payment of batches.
17. Emailing/sending remittance advices to suppliers.
18. Obtain supplier statements and reconciling purchase ledger balances as part of year end process.
19. Ensuring all new suppliers have a properly completed and authorised new supplier request form.
20. Checking bac details of all new suppliers and verifying requests for changes to supplier bank details or contact/address details.
21. Scan all purchase invoices.

Payroll

22. Maintain car users register and ensure up to date copies kept of insurance, MOT and driver licences.

Owners

23. Collection of monies from owners via the cash counter, debit/credit card payments, standing orders and postal remittances.
24. Assist Finance Officer with production of owner occupier accounts, enveloping, filing etc.
25. Assisting FO with owner debt collection process

Rechargeable repairs

26. Assisting with the raising and recovery of rechargeable repair invoices.

Policies and Procedures

27. Assist the Finance officer and the Head of Finance with the update and review of finance policies and procedures as required.

Budget process

28. Assisting HOF with annual and mid year budget process for overhead budgets.

Year end accounts and audit

29. Assist Finance Officer and Head of Finance with production of the year end accounts and liaise with external and internal auditors.

Repair Duties

On one day per week (Wednesday) the Finance Assistant is required to assist in the Repairs Department and will report to the Repairs Officer and Property Services Manager on this day. Duties will include:-

- 30. Taking of repairs calls and raising repairs orders
- 31. Processing and matching of repairs invoices and utility bills
- 32. Update and creation of repairs contractors
- 33. Assisting with creation of repairs reports

ANY OTHER DUTIES:

34. Any other duties as deemed reasonable by Head of Finance and other members of the Senior Management Team.

Date job description reviewed _____

Signature of staff member indicating agreement to revised job description
