

## Job Description

Job Title: **Finance Administrator**

Grade: **EVH Grade 4, Points 9–12 £24,764 and £28,004**

Responsible to: **Director**

Term: **Permanent post**

### 1. Aims and objectives of the post and obligations of the post holder

The main aim of the Finance function is to provide financial information to our colleagues to help them operate efficiently and effectively and to support business planning and decision making.

The main drive and focus are:-

- Provide reception service to in person callers to our office along with the Technical Services Assistant and Corporate Services Assistant.
- Costs: Knowing how much we pay suppliers for services and supplies, controlling the costs to ensure value for money for our tenants & customers, and paying our suppliers on time to support good relationships with our partners.
- Revenue: Knowing how much money we generate from rents and other services and monitoring these against the budget to help with future rent decisions
- Cashflow: Monitoring and forecasting the amount of cash we have and the timing of expenditure to ensure the appropriate level of financing is held by the Association to meet our, short, medium and long term commitments.
- Management Accounts and Benchmarking: Monitoring and measuring our financial performance against budget and benchmarking information to help inform future decisions and to assess where improvements could be made.
- Compliance: Providing Financial Information to our Lenders, Regulators, and other Stakeholders to comply with regulatory and legal obligations.

The main objectives of this role are to support and assist the Finance Officer and Director deliver a professional and effective finance service.

This job encompasses Bank Account reconciliation, Treasury Management, Purchase Invoices processing, Sales Invoices, Purchase Card Administration and other finance duties as required.

The core skills are administration, including a good working knowledge of Microsoft Office Excel as well as a working knowledge of using finance accounting software. You must be an excellent communicator (written and verbal), which is key to interacting with our customers.

## **2. Key tasks and responsibilities**

### **Core Competency Areas:**

- Effective communication with staff, customers, external consultants and contractors
- Strong numerical and administrative skills
- Making things happen within your department

*The post holder will:*

- demonstrate an awareness and understanding of your role and your place in the team and take responsibility for your actions.
- seek advice and support appropriately from colleagues and line manager.
- be self-motivated, positive and supportive of your colleagues and the Management Committee.
- demonstrate respect, honesty, and professionalism across all areas of your job.
- take responsibility for your development and performance, keeping up to date with new processes and information.
- able to identify training and learning opportunities.

**Role Output** - Ensure bank transactions are recorded accurately and timeously.

- Ensure payments made and received are posted into the nominal ledger in the accounting system. This includes rents received from tenants from various sources, as well as current account transactions.
- Ensure all bank entries, e.g. Direct Debits, standing orders, bank transfer etc. are posted to the nominal ledger in the accounting system.
- Carry out Computerised/Manual bank reconciliations
- Action Cheque and BACS requests in line with delegated authority and procedures
- Collate weekly banking and deposit at bank in line with company procedures
- Filing of bank statements both electronically and physically in accordance with GDPR policy and procedures.

**Role Output** – Successfully inputting of invoices into purchase ledger accurately and on time for PHA.

- Manage purchase invoice workflow from receipt of invoice, requesting approval and preparing batch payments. Monitor rejections and unauthorised invoices, manage through to resolution escalating issues where necessary.
- Prepare batch payment files for payment.
- Reconcile the purchase ledgers to the nominal ledgers monthly
- Reconcile supplier statements with purchase ledger balances as required
- Monitor Info@ mailbox for supplier queries and respond appropriately

**Role Output** – Successfully recording and monitoring of purchase cards

- Download monthly statement and reconcile to payment.
- Collate and post individual's monthly spend ensuring coding is appropriate.
- Monitor and chase late submissions and reporting on missing receipts/failures to provide requested information.

- **Role Outputs – Create and manage sales invoices** Raise invoices as required for non-housing income e.g. wider action activities
- Record invoice in nominal ledger Perform credit control function for outstanding invoices as required
- Ensure payments received are posted to the correct account
- Assist in reconciliations on a monthly basis, including creditor, debtor and loan accounts as required.
- Investigate and escalate discrepancies as required
- Liaise with other teams regarding tenant recharges and insurance claims
- General Duties will be carried out including but not exclusively
- Provide reception service to in person callers to our office
- Handle enquires from staff and contractors / creditors
- Attending training as required
- Any other duties commensurate with the grade and asked for by the Director

Key Relationships	
Director	Head of organisation
Director	Line Manager
Departmental Managers	Providing Financial information