

ARAWAK WALTON HOUSING ASSOCIATION

JOB DESCRIPTION

Post: Finance Assistant (P/T)

Responsible to: Finance Manager

Responsible for: N/A

Hours of work: 20 hours pw

Objective of Post

Provide effective assistance to the finance team in the performance of accounting and financial analysis tasks.

1. Job Purpose

- 1.1. Rents Ledger
- 1.2. Purchase Ledger Function
- 1.3. Treasury functions - Posting bank payments and receipts
- 1.4. General Accounting

2. Rents and Service charges

- 2.1. Maintain the rents ledger ensuring the tenants' rent accounts are up to date and accurate.
- 2.2. Post cash, direct debits, housing benefit and universal credit on a daily basis.
- 2.3. Run the weekly rent debit and End of Period processes.
- 2.4. Check tenancy changes ensure new levels are checked to be at formula rent.
- 2.5. Resolve incoming queries on rent accounts.
- 2.6. Process rent adjustments and refunds
- 2.7. Assist the Trainee management accountant with the monitoring and calculation of service charges
- 2.8. Administer Right to Acquire enquiries and processes.

3. Purchase Ledger

- 3.1. Process payments on the purchase ledger which includes:
 - a) Processing invoices through Docuware
 - b) Reconciliation of supplier statements
 - c) Payment of suppliers in a timely manner in line with the financial regulations
 - d) Dealing with supplier enquiries
- 3.2 Checking new suppliers and changes to suppliers' details

4. Treasury

- 4.1 Maintain all transactions posted to the Association's current accounts.
- 4.2 Ensure bank reconciliations are completed on a weekly basis.

5. General Accounting

- 5.1. Prepare monthly nominal journals
- 5.2. Prepare monthly control accounts as requested by the Finance Manager
- 5.3. Raise manual invoices and chase outstanding payments.
- 5.4. Provide assistance to the Trainee Management Accountant as and when required
- 5.5. Prepare the monthly reports for the Boaz Trust.
- 6. Download, store and allocate credit cards. Ensure credit cards are authorised and supporting documentation has been attached.
- 6.1. To carry out any other reasonable duties required by the Finance Manager.

7. General

- 7.1. To work within the contracted hours and conditions of employment of Arawak Walton Housing Association.
- 7.2. To attend punctually each day, according to pre-arranged time-keeping instructions.

- 7.3. To carry out all duties within Arawak Walton's Health and Safety Policy, Equal Opportunities Policy and other policies, procedures and guidelines.
- 7.4. Adherence to financial policies and procedures and assisting with internal and external audits.
- 7.5. To assist where necessary other staff members in the performance of their duties.
- 7.6. To interact with customers, colleagues and management in a positive, supportive and co-operative way.

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PERSON SPECIFICATION

FINANCE ASSISTANT

AF = Application Form

I = Interview

T = Test

Criteria	Essential	Desirable	Method of assessment
EXPERIENCE			
Previous administrative experience.		✓	AF
Demonstrable interest in finance	✓		AF / I
SKILLS, KNOWLEDGE AND ABILITY			
Willing and able to work individually and as a member of a team.	✓		AF / I
Confident and polite when dealing with the general public, colleagues and others.	✓		AF / I
Willing to learn new skills and use a variety of office equipment.	✓		AF / I
Good IT skills.	✓		AF / I / T
Good numeracy skills.	✓		AF / I / T
Able to work to health and safety systems and procedures.	✓		AF / I
Well organised with the ability to work to tight timescales and demonstrate attention to detail.	✓		AF / I
Able to carry out routine tasks and use initiative.	✓		AF / I

