# JOB DESCRIPTION

**Job Title:** Finance Officer

**Grade:** Grade 7

**Accountability:** Corporate Services Manager, Finance Agent, Director

**Date:** September 2025

# Job Purpose

The specific purpose of the post of Finance Officer is to undertake financial and administrative tasks in the work of the Corporate Services Team. The key remits of this role are:

* + - Trial balances and reconciliations
		- Cashflow monitoring including minimum cashflow balance
		- Timely payment of invoices
		- Issuing of invoices to maximise income
		- Payroll preparation
		- Support Finance Agent in preparing management accounts, statutory financial returns and financial business planning
		- Issue factoring invoices and recoverable repairs
		- Prepare cashflow statements for contracts and monitor outturns
		- Develop procedures for remit
		- Contribute ideas and suggestions for service improvement

# Key Tasks and Responsibilities

* 1. To implement the procedures necessary to provide bookkeeping services for the Association in accordance with legal requirements and best practice:
		+ Provide bookkeeping services.
		+ Maintain and control cash books.
		+ Maintain and control the nominal ledger.
		+ Maintain and control the purchase ledger
		+ Maintain and control the sales ledger.
		+ Maintain and reconcile relevant accounting records
	2. To ensure that the Association’s policies and procedures are implemented in respect of banking and other day to day financial matters
		+ Process invoice payments by BACS ensuring they are authorised and paid in accordance with Financial Regulations and Operating Procedures
		+ Administer the petty cash and make payments supported by vouchers, receipts, etc. and arrange replenishment as required.
		+ Prepare a petty cash statement every month detailing payments and receipts reconciling to the balance of cash.
		+ Undertake monthly bank and cash reconciliations to assist the Finance Agent to manage the Association’s bank accounts
		+ Lodge cash and cheques received with the bank in accordance with Finance Regulations and Operating Procedures.
		+ Operate the online banking system on a day-to-day basis i.e. RBS – Bankline
		+ Run the end of period and debit through the SDM System and reconcile rent, factoring and expenses accounts.
		+ Assist the Finance Agent in accounts management and reporting.
	3. To administer the Association’s payroll system, complying with agreed procedures
		+ Process the monthly payroll
		+ Process starters and leavers
		+ Maintain payroll records
		+ Process and submit RTI returns to HMRC
		+ Process the payroll year-end and submit the annual return to HMRC,
		+ Administer the Association’s Pension Scheme, in particular:
		+ - Prepare the monthly statement and payment to the Pension Trust;
		+ - Communicate with Pension Trust on general financial and administrative situations e.g. payments, leavers and starters.
		+ - Attend to other financial and administrative tasks as required.
		+ Process staff and Committee members expenses claims.
	4. To assist in ensuring that the Association complies with its policies on debt control
		+ Issue invoices to sundry debtors
		+ Undertake recovery action in connection with the above.
		+ Prepare a report to the Finance Agent on outstanding debtors.
		+ Prepare a report on outstanding debtors for Community Centre activities.
	5. To implement general policies and practices necessary to fulfil the obligations of the Business Improvement Department
		+ Administer Insurance arrangements e.g. monitoring claims, liaison with Insurers or staff in relation to claims issues;
		+ Carry out administration tasks associated with the internal and external audit functions e.g. preparing documentation for the audits,
		+ Submit financial returns to Regulators and other stakeholders e.g. HMRC, Pension Trust and Lenders.
		+ Maintain registers in relation to Governance and Financial Management matters:
		+ Fixed Asset Register and associated maintenance works
		+ Assist in the preparation and submission of grant and other funding applications and claims e.g. HAG claims, Big Lottery Claims;
		+ Other general administrative duties

Assist in providing absence cover in undertaking the task within the Finance Services

* + - Carryout any tasks commensurate with your role as directed by the Director or Corporate Services Manager.

Signed as accepted by…………………………………………………… Full name (printed)…………………………………………………………

Date……………………………………………………………………………….

**PERSON SPECIFICATION**

**Finance Officer**

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| **Education & Qualifications** | **E** | **D** |
| Educated to higher grade or equivalent |  |  |
| HNC in Accountancy, Bookkeeping or equivalent |  |  |

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| **Experience** |  |  |
| Minimum of 3 years working experience in accountancy or finance |  |  |
| Payroll processing |  |  |
| Experience working with Microsoft applications and financialsystems; |  |  |
| Experience in the housing association sector; |  |  |
| Experience of pension administration |  |  |

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| **Skills, Abilities & Personal Attributes** |  |  |
| Good Organisational Skills |  |  |
| Good Communication Skills |  |  |
| Proficient in the use of I.T |  |  |
| Positive outlook |  |  |
| Pleasant manner |  |  |
| Flexible approach to work |  |  |

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| **Knowledge** |  |  |
| Computerised Accounting Systems |  |  |
| Microsoft Office Applications: Excel and Word |  |  |
| Computerised payroll system |  |  |
| Online reporting and banking systems |  |  |
| SDM Housing System |  |  |
| Sage Payroll system |  |  |

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| **Other Requirements** |  |  |
| Awareness of equality issues and commitment to meet the Association’s Policy and codes of practice |  |  |
| Commitment to continuous improvement |  |  |
| Pleasant personality and a confident manner |  |  |
| Basic disclosure |  |  |