



Finance Assistant



Job description – Finance Assistant

Reporting to the– Senior Finance Assistant/Supervisor

People responsibility (delete as appropriate):

- Direct reports = 0
- Indirect reports = 0
- Total employees = 0

Work Location:

Hybrid- minimum one day in the office per week.

Summary of role:

This role of **Finance Assistant** plays an integral part in **Finance function** which enables the operational delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things Forward
- Live it – Show understanding and compassion

Key areas of responsibility: *Please reflect on the JD/role requirements of this role and ensure flow through of responsibilities of that role and deeper range of activities/services relevant to this post are detailed here*

- To support the Senior Finance Assistant/Supervisor by carrying out the following essential duties:
- Purchase Ledger Tasks are completed to meet financial deadlines and are in compliance with best practice
- Daily invoice processing and other related admin tasks
- Supporting the finance team as a whole, with general finance administration duties

Additional responsibilities:

- **Purchase Ledger**
 - Daily tasks such as processing invoices in the finance systems and preparing them for payment, and importing of purchase orders, GRNs and electronic purchase ledger documents
 - Responsible for post distribution and all group mail boxes
 - Reconciliation of supplier statements for the group
 - Updating of cadre accounts

- Scanning and filing of related documentation
- Any other tasks as required
- **Other Admin Duties**
- Gather information as requested from the finance systems to support the finance team with audit, budget and period end requirements
- Assist with requirements in the team on other systems to support financial functions (Cadre)
- **General Responsibilities**
- To assist the Group in striving to meet its mission and to help foster a culture of continuous improvement
- To comply with the Group's Standing Orders, standards of probity relating to the Group's charitable status and Housing Corporation Regulation
- To uphold, as an individual employee, the Group's Corporate Policies, in particular in the areas of:
 - Health and Safety
 - Equal Opportunities and BME Policies
- To take responsibility for personal development, sharing knowledge and skills and learning from others
- To strive towards the delivery of excellent tenant and customer service, offering commitment, interest and enthusiasm in serving customers and resolving issues.

- **Health and Safety:**
 In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".
 - Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

- **Data Protection:**
 - To follow the Data Protection principles in all work activity
 - To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Finance Assistant

- A team working ethos with exceptional collaboration skills which motivate and inspire.
- Able to communicate, support the organisation's priorities, culture and purpose.
- Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues.
- The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed.

- A strong commitment to Equality, Diversity and Inclusion.
- The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter.
- Ability to work at pace.
- Skilled at negotiating and influencing, with ability to apply different techniques to varying situations.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Knowledgeable and up to date regarding technology and digital aspects of portfolio.

Additional specialist skills and qualifications to be successful in this role:

- 5 GCSE A*-C / 4 and above or Functional Skills Level 2 equivalent including Maths and English. (Essential)
- Part qualified AAT (Desirable)
- Experience and understanding of social housing and construction sector. (Desirable)
- Experience of a deadline driven environment. (Essential)
- Working with purchase ledger systems (Essential)
- Strong numerical skills with attention to detail and accuracy. (Essential)
- Computer skills: general IT skills and excellent working knowledge of Excel (including pivot tables, lookups). (Essential)
- Demonstrable commitment to excellent customer service in all activities and able to identify customer needs and resolve issues. (Essential)
- Strong belief in good internal and external customer service. (Essential)
- Professional approach to successfully interact with other employees and external customers/suppliers. (Essential)
- Delivering results focussed, self-motivated, flexible and enthusiastic. (Essential)

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Finance Assistant.

You will be required to complete continuous professional development, to further support your role and the Group.