North London Muslim Housing Association

Job Description & Person Specification

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| Post: | Finance Officer |
| Department: | Finance |
| Responsible to: | Finance Manager |
| Number of staff reporting: | None |

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| Overall Responsibilities of Post: |

1. To support the Resources Director in the efficient and effective management of the association's finances.
2. To develop and maintain general accounting systems in order to extract timely & accurate information.

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| **Key Achievement Areas:** |

1. **Bought Ledger**
   1. Posting of invoices to the Bought Ledger checking that they are properly due and authorised.
   2. Produce invoices and maintain credit control. Bought Ledger Control on a quarterly basis.
   3. Maintain Bought and Nominal Ledger ensuring they reconcile with the association’s records.
   4. Assist the Resources Director in preparing information for management and financial accounts including the production of Trial Balance and schedules.
   5. Prepare relevant Journals for Bought Ledger & /Nominal ledger. Prepare financial information as required by the Director of Resources.
2. **Cash Management**
   1. Prepare cheques/BAC's for all payments, obtain signature and post payments**.**
   2. Maintain cashbook on Sun systems and reconcile the cash book with all the bank statements apart from rent account.
   3. Ensure that payments are made against authorised vouchers.
   4. Calculate cash requirements on a weekly basis Reconcile loan account statement to the book balance.
3. **Accounting**
   1. Prepare and record monies for banking. Bank all cheques within the agreed timescale(Including rent monies).
   2. Assist the Resources Director in preparing information for management and financial accounts including the production of Trial Balance and schedules.
   3. Assist the Resources Director in preparing audited annual accounts ready for audit. To reconcile all Debtors and Creditors accounts on a quarterly basis.
4. **Rent Accounting**
   1. Informing the Resources Director of adjustments to tenant records and ensuring that alterations have been properly authorised, including new tenancies and voids.
   2. Charging rents as per schedule.
   3. Posting of tenant receipts against tenant records in the SDM Rent Ledger system. Reconcile the rent account to the control account regularly.
   4. Reconciling the rent bank account to the Nominal Ledger on a regular basis. Prepare rent sheets and closedown month end.
   5. Prepare individual tenant rent statements every six months, file office copy and post tenant copy.
   6. Prepare relevant Journals for Rent/Nominal ledger.
5. **Other Requirements of the post**
6. Maintain appropriate records and files in respect of all duties performed.
7. Provide cover for other staff and departments as and when required.
8. Attend monthly one-to-one meeting with Finance Manager.
9. To incorporate the Association's Equal Opportunity and Health & Safety Policy into daily work practices.
10. To work effectively as part of a team.
11. Work collaboratively with other departments to ensure the smooth and effective delivery of services to stakeholders.
12. To undertake other duties requested by the Finance Manager/Resources Director.

To undertake other duties considered reasonable within the scope and purpose of the post as directed by the Finance Manager/Resources Director.

(No job description can cover every issue, which may arise within the post. In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by their line manager. However, such duties would be broadly consistent with those listed in this document and reasonable in relation to the job holder’s skills, abilities and status. Training will be providing as is necessary).

PERSON SPECIFICATION

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| **Job Title** | **Finance Officer** |
| **Department** | **Finance** |
| **Reporting to:** | **Finance Manager** |
| **Responsible for** | **None** |

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| **Key Qualifications, Skills and Experience** | Essential | Desirable |
| **Education** |  |  |
| Registered for AAT or ACCA qualification |  | D |
| 5 GCSEs or equivalent | E |  |
| **Experience** |  |  |
| Basic Bookkeeping Skills - ability to process invoices, make payments, handle petty cash, etc. |  | D |
| Proficient in the use of computer packages including Microsoft Word, Excel and Outlook & IT literate | E |  |
| Ability to calculate figures accurately, with attention to detail and provide explanation where required | E |  |
| **Skills and Abilities** |  |  |
| A demonstrable commitment to service quality | E |  |
| Good written and oral communication skills | E |  |
| A basic awareness of health and safety. |  | D |
| Understanding of equal opportunities. |  | D |
| **Personal attributes** |  |  |
| Relationships & Team Working -able to build and maintain effective working relationships with a range of people, work co-operatively with others and to be part of a team, as opposed to working competitively. | E |  |
| A caring and sympathetic attitude showing cultural sensitivity and tactfulness when dealing with tenants and members of the public. | E |  |
| Able to attend meetings/events at evenings and weekends as when required |  | D |

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