North London Muslim Housing Association

Job Description & Person Specification

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

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| Overall Responsibilities of Post: |

**You will be trained to:**

1. To deal with entry level housing finance issues, IT and general office administration.
2. The implementation of the association’s policies and procedures in line with its Equal Opportunities policy.
3. Towards qualifying for an accounting related qualification

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| **Key Achievement Areas:** |

# Operational Matters

1. **Finance Training - you will be an integral part of the finance team and be trained to gain experience in the following areas:**
   1. Maintain financial records including checking and posting invoices on a daily basis, create payment runs, complete monthly payroll and year end processes.
   2. Contribute to producing monthly and quarterly financial reports for management, Board and strategic information.
   3. Process rent payments and audit rent accounting receipts.
   4. Check claims and process payment of all expenses.
   5. Assist in reconciling bank accounts.
   6. Maintain petty cash book.
   7. Use appropriate housing, accounting and document management systems software.
   8. To provide an office-based responsive service to telephone and personal callers in relation to finance matters.
   9. Deal with service charges for tenants and leaseholders and prepare basic accounts
   10. Analyse accounting data and assist in the preparation of meaningful financial information for senior staff.
   11. Deal with internal and external audit enquiries and answer queries.
   12. To contribute towards the day-to-day running of the finance department
2. **IT Training**
   1. You will be trained to query SQL and other databases and create complex spread sheets
   2. Maintain Basic level network connectivity and functionality
3. **Other** 
   1. To assist other staff by providing administrative support including filing, faxing, binding, photocopying and delivering the post when required.
   2. To maintain a paper-based and electronic filing system.
   3. Respond to client’s comments and complaints in accordance with the association’s policies and procedures.
   4. Treat client information sensitively and confidentially.
   5. Procure low level assets for the association
   6. Ensure the confidentiality of all personal data as specified by Data Protection legislation.
   7. Provide support in general office duties including fire and health and safety
   8. To promote and adhere to the association’s policies and procedures.
   9. To perform any other relevant duties that may be required by the Senior Finance Staff.

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** | **Trainee Finance Officer** |
| **Department** | **Finance** |
| **Reporting to:** | **Finance Officer** |
| **Responsible for** | **None** |

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| **Key Qualifications, Skills and Experience** | Essential | Desirable |
| **Education** |  |  |
| Registered for AAT or ACCA qualification |  | D |
| Must have minimum of five GCSEs at Grades A-C | E |  |
| **Skills and Abilities** |  |  |
| I.T - Ability to use I.T in support of the position, experience of using standard MS office packages. | E |  |
| Communication – able to effectively get one’s message understood, simplistically, clearly and calmly through both written and verbal communication. | E |  |
| Relationships & Team Working – able to build and maintain effective working relationships with a range of people. Works co-operatively with others to be part of a team, as opposed to working competitively. | E |  |
| A basic awareness of health and safety |  | D |
| Understanding of equal opportunities |  | D |
| **Attitude** |  |  |
| A caring and sympathetic attitude showing cultural sensitivity and tactfulness when dealing with tenants and members of the public. | E |  |

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