



FINANCE ASSISTANT

Job Description and Person
Specification 2022

The Wrekin
Housing Group

THE WREKIN HOUSING GROUP

FINANCE ASSISTANT

This is a broad outline of what is expected of the postholder.

RESPONSIBLE TO: ASSISTANT ACCOUNTANT

KEY OBJECTIVES:

- To ensure that records are maintained to a high standard.
- All invoices and expense claims are processed within time limits and in compliance with best practise.
- Assist the Finance team in the preparation of accruals and prepayments with responsibility for creating schedules and reconciliations required for accounts.

KEY RESPONSIBILITIES:

- Assist in preparation of monthly and quarterly accounts, including preparation of accruals & prepayments and the processing of journals into the finance system.
- Assist in preparation of annual budgets including aiding in the setting of service charge budgets
- Assist in maintaining records for our vehicle fleet and processing of invoices and associated accruals, prepayments, monitoring and projections.
- Assist the team in project work.
- Processing of certificate payments, involving, but not limited to :
 - Creation of contractor certificate
 - Ensuring the correct coding for certificate payments
 - Ensuring the correct authorisation has been obtained
 - Ensure all processing is completed in accordance with pre- determined timescales
- Post general ledger journals as and when required

- Calculation of Able Living works for recharge to external agencies, monitoring job expenditure and monthly cost centre monitoring and reporting .

Other Duties

- Undertake any other duties as requested by the Assistant Accountant

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.

THE WREKIN HOUSING GROUP - PERSON SPECIFICATION

FINANCE ASSISTANT

QUALIFICATIONS:

- 5 GCSE (Grades A-C), including Maths and English
- At least part qualified member of Association of Accounting Technicians is desirable

SKILLS, KNOWLEDGE & EXPERIENCE

Previous experience including:

- Working with Sales Ledger systems
- Monitoring financial systems and controls
- Financial reconciliations
- Dealing with outside agencies and suppliers
- Basic knowledge of VAT
- Proficient in PC applications, particularly Microsoft products
- Ability to analyse problems and provide solutions

COMPETENCIES

Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.

Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.

Produces accurate and high quality work. Uses initiative and consults with manager where required.