



Job Description

Job Title: Finance & Admin Assistant

Job Summary: To assist with the day-to-day administration of Norton Housing and Support Services. Including administration of income and expenditure, keeping accurate records, utilising accounting software and producing reports as necessary, alongside provision of administration support to HR & Central Services in accordance with NH&S organisational values:

- Person-centred
- Empowerment
- Respect
- Inclusiveness
- Integrity
- Working in partnership.

Hours of Work: 24hrs per week (over 4/5 days)

Leave: 6.6 weeks inclusive of bank holidays per annum (pro rata), with additional leave for long service.

Responsible to: Finance and Procurement Lead

Main Duties:

1. Processing incoming invoices, keeping accurate records of outgoings
2. Producing invoices and keeping accurate records of income.
3. To receive and ensure the accuracy of timesheets.

4. To maintain records of housing benefit and ineligible charge payments, and arrears and producing quarterly rent statements for tenants.
5. To utilise RM Solutions platform to update Service User financial records.
6. To administer and maintain the petty cash system.
7. To receive and check staff travel sheets and issue travel expenses.
8. To assist in preparing budget reporting.
9. To deal with routine financial queries from tenants, Service Users, staff or external parties promptly and appropriately.

Administration Duties

1. Provide a reception service, dealing with telephone enquiries, contractors and visitors as necessary.
2. Answer phone calls to the main office and respond appropriately and efficiently.
3. Ensure all post, deliveries and email communications are swiftly and appropriately dealt with in conjunction with Central Office staff.
4. Prepare documentation and letters in support of HR and Finance functions of the business.
5. Work with the Communications and Business Services Administrator to monitor social media communications and relevant websites in relation to Job & Event Promotions.
6. Support the OMT in preparing and administering meetings, training and events.

General

1. To support other members of the admin or management team, as required
2. To adhere to the policies and procedures in place within NH&S, including complying with the requirements of the Health and Safety at Work Act 1974.

3. To undertake any other duties as reasonably required by the Finance and Procurement Lead or HR and Business Services Lead.
4. To comply with current legislation and work within the confidentiality and data protection policies and procedures of Norton Housing and Support, in particular by;
 - Ensuring confidential information is kept securely and not relayed to unauthorised personnel.
 - Protecting computer systems from unauthorised access – e.g. by maintaining the security of passwords, not bypassing security software.
 - Promptly reporting any data breaches to the HR and Business Services Lead

June 2024