



Everyone deserves
a safe place to
call home.

Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
Homeless
Project

Job title: Finance Assistant
Delegated Authority: Level 8
Team: Finance – Central Services
Responsible to: Accountant
Responsible for: N/A

Job purpose



The post holder will be responsible for carrying out a range of finance related processes, data entry and administrative tasks to assist the Accountant and Finance Team.

These will include processing invoices, payments, receipts of rent income and recording activities, including data entry, filing, providing information, answering queries, filing and other relevant tasks required in an effective and efficient manner in line with procedure and within required timeframes.

Key accountabilities

Invoice & Payment processing

- Accurately log all new invoices as soon as received and promptly log on systems for budget holders to coding and approval.
- Accurately and efficiently check the coding on approved invoices before posting onto the accounting system, making sure that they are correctly coded, and liaising with budget holders about queries such as miscoding.
- Ensure that all schedules of outstanding invoices are returned by budget holders within one week and chase them up.
- Process all approved invoices that are due for payment, prepare BACS payments, automated and manual cheques and remittance advices, arrange for processed BACS payments and cheques to be signed, and promptly dispatch all payments.
- Process petty cash, expense claims and other manual payments as required by the Financial Accountant in line with appropriate deadlines and procedures.

Rent Processing

- To accurately and promptly process, onto correct residents' accounts, all rent/occupation receipts i.e. DWP payments, housing benefits, social services, allpay and giro schedules on a daily basis onto the rent accounting system.
- To process the weekly rent/occupation charges every Monday.
- To process on time and accurately client start of tenure, end of tenure, transfer notification and rent/occupation charge adjustment forms from organisational database.
- To produce updated statements of account for individual clients at request of Housing Services Team when required e.g. for Court action.
- To process all HB/DWP correspondence/notifications received on day of receipt ensuring they are forwarded to relevant services for prompt action to be taken.
- To produce accurate and presentable invoices for social services charges ensuring that invoices are issued promptly within guidelines.
- To process rent refunds to tenants and benefits overpayment following agreed procedure.

Reconciliations

- Regularly reconcile suppliers' statements to the purchase ledger control account in order to correct errors, eliminate duplications and minimise/eliminate financial fraud.
- Carry out other reasonable checks, for example relating to expenses, as required by the Accountant.

Record keeping

- Maintain accurate filing systems for all incoming and paid invoices.
- Ensure that supplier details are kept up to date.
- To maintain accurate records of all rent/occupation charge receipts.
- To keep up to date records of lettings, departure, rent/occupation charge adjustments and residents' movements within the rent accounting system.

Internal/external communications

- Promptly and efficiently deal with suppliers, contractors and staff queries, making sure that queries are responded to and resolved within 2 working days.
- Liaise in a timely and accurate manner with budget holders/managers in relation to queries on invoices and other related matters.
- To liaise with housing benefit, social services departments and other agencies on missing or outstanding schedules/payments, making sure that any queries are promptly dealt with.

Banking

- Record and sign for all cheques/cash received for banking on a daily basis.

Financial policies and procedures

- Comply with financial policies and procedures and ensure that other staff in the organisation adhere to the policies and procedures at all times and also assist in keeping these relevant and up to date.

Technical and professional know-how needed for position

When completing your application, you will be required to address (using examples) some of the points below

Experience and Knowledge

- Relevant finance or accounting qualification or working towards one is desirable but is not essential.
- Experience of using a range of payment systems including electronic payments.
- A good working knowledge of Excel spreadsheets.
- Experience of working in a small finance team, preferably within a charity.

Skills and Abilities

- Good numeracy skills and an understanding of double entry book keeping.
- Demonstrable ability to use a computerised accounting system with specific ability to manage a large purchase and sales ledger.
- Ability to use MS Word and MS Outlook packages effectively.
- Good organisational, record keeping and time management skills.