

Job title:	Rent & Sales Ledger Accountant
Grade:	CS4
Location:	Flexible to work remotely or be office-based, with periodic requirement to work at Putney office SW15
Responsible to:	Finance Manager
Responsible for:	N/A
Overall Purpose:	To oversee rent & sales ledgers including invoicing, receipting and credit control.

Our vision is for every child and young person to be safe, loved and happy, to achieve their potential and have a bright future.

Our mission is to create brighter futures for children and young people by

Caring about children, young people and our colleagues.

Being **Respectful** of every individual and value the strengths in everyone.

Being **Professional** and committed to reflection and continuous learning.

Being **Flexible** and agile so that we can be fit for the future.

Being **Honest** about what we can do and optimistic about the future.

Being **Creative** and passionate about positive change.

KEY RESPONSIBILITIES

1. Finance systems, policies and procedures

1.1 To support implementation of finance systems, policies & procedures – particularly those related to rent & sales ledger.

2. Finance team

2.1 To actively engage & work collaboratively with the finance team and wider organisation, contributing to ideas, constructive mutual feedback and positive team morale.

2.2 Demonstrate St Christopher's core values in working practice

3. Fraud and risk

3.1 To identify and mitigate potential fraud and risk, particularly relating to sales & rent ledgers.

4. Purchases and payments – N/A

5. Sales and receipts

5.1 To produce regular monthly sales invoices based upon contracts and occupancy information.

5.2 To post and allocate sales receipts to the sales ledger on a weekly basis.

5.3 To invoice for rechargeable costs to St Christopher's in a timely manner.

5.4 To prepare a monthly Aged Debtors analysis, and follow up on outstanding monies due.

5.5 To liaise with customers to resolve matters arising, and maintain accuracy of customer details.

5.6 To review weekly Aged Debtors and action appropriate credit control to keep aged debt within 30 days.

6. Rent

6.1 Review weekly movement sheets and update & process repeat billing schedules

6.2 Update and distribute weekly tenant statements

6.3 Work with home managers to manage rent arrears and resolve any rent or income related queries

6.4 Record, file & distribute Housing Benefit Notifications and schedules

6.5 Account for Housing Benefit Overpayments appropriately

6.6 Refund placing authorities for duplicate payments

6.7 Monthly Rent Bank Account Reconciliation

7. Bank and petty cash

7.1 To carry out regular bankings of cheques received.

7.2 Post Rent account transactions weekly

7.3 Monthly Rent Bank Account Reconciliation

8. Adaptive planning and reporting

8.1 To reconcile sales ledger to sales ledger control account each month.

8.2 To reconcile rent ledger to rent control account each month.

9. Empowerment of nonfinance

9.1 To act as first point of contact for sales and rent ledgers resolving queries and developing nonfinance staff as required.

10.External reporting and compliance

10.1 To provide information requested by auditors, and answer any queries.

11.Sustainability and resilience – N/A

General Responsibilities

- 1.1. To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 1.2. To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 1.3. To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately.
- 1.4. To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- 1.5. To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.
- 1.6. To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan.
- 1.7. To ensure that all the work undertaken by yourself is conducted to the highest professional standards and lead by example.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by your manager.

Person Specification

The following are objective criteria, essential for the performance of the role, which will be used to shortlist candidates for interview. You should ensure that you cover these criteria in the supporting statement that forms part of your application form.

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	AAT Level 3	Working towards/achieved AAT Level 4	A
EXPERIENCE & KNOWLEDGE	Strong systems & IT skills, including accounting packages and intermediate Excel	Access Workspace / Access Dimensions experience	T
	2+ years in a related role	Social Housing Sector experience	A
SKILLS & ABILITIES	Ability to plan and organise to meet deadlines		I
	Methodical approach with attention to detail		I
	Problem solving abilities and drive to take ownership of work		I
	Collaborative team player, contributing to positive morale		I
	Commitment to continuous learning and development		I
	Willingness to contribute ideas to continuously improving processes		I
	Professional written and verbal communication skills		I
	Proactive & able to work independently		I

SPECIAL REQUIREMENT S	N/A - None	N/A
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A – Application

I – Interview

T -Test

St Christopher's Fellowship has a minimum age requirement of 21 for roles working directly with children and young people in our residential and semi-independent Homes.

St Christopher's is committed to equal opportunities and welcomes applications from all sections of the community. We particularly encourage applications from males and older candidates, who are currently under-represented within St Christopher's Fellowship.