

Job Description

Job Title: Finance Officer
Grade: EVH Grade 7 – PA22 to PA25
Responsible to: Corporate Services and Assurance Manager
Term: Permanent

1. General aims and objectives of the post and obligations of the postholder

- 1.1 The Finance Officer will report to the Corporate Services and Assurance Manager, but tasks may also be delegated by other members of the management team. The Corporate Services and Assurance Manager will be the formal line manager.
- 1.2 The Finance Officer will be part of the Finance and Corporate Services team which consists of the Corporate Services and Assurance Manager, Corporate Services Officer and Corporate Services Assistant. The Director is also part of the F&CS team on an operational basis as is the finance agent, who provides regular Finance Manager support.
- 1.3 The Finance Officer's primary responsibility is to contribute to the provision of an efficient financial management and administrative system, which meets best accounting practice and is in line with the Association's policy and procedural requirement in the relevant areas.
- 1.4 The Finance Officer will have an awareness of legal, regulatory and best practice requirements within the RSL sector as they relate to the post. In addition, the Finance Officer will contribute to the successful delivery and achievement of strategic and operational objectives.
- 1.5 It is not envisaged that the Finance Officer will be required to work outwith normal working hours on a regular basis. However, when this is required, compensation will be as time off in lieu of payment (TOIL) and we will endeavour to give as much notice as possible.

- 1.6 The Association operates a dress code requiring staff to dress in a neat, tidy and business-like fashion at all times.
- 1.7 The Association has a significant staff training and further education budget and is committed to enabling staff to learn and develop in line with their needs and aspirations. The Finance Officer will therefore be expected to undertake training to ensure they continue to have the relevant skills and knowledge to be able to perform the role in an effective manner, and they will be encouraged to develop new skills. All training and further education approved by the Association will be at the Association's cost and in the Association's time.
- 1.8 It is important to note that the duties outlined in this document do not form part of a contract and must be viewed as an indication of the basic duties of the post. For example, staff members may be required to cover the work of others in the event of absence.

2. Key tasks and responsibilities

- 2.1 The tasks and responsibilities outlined in this section will be undertaken by the Finance Officer:
- Bookkeeping
 - Treasury management
 - Staffing and salary records
 - Maintenance of registers
 - Factoring
 - Health and safety
 - Miscellaneous finance tasks
- 2.2 The above are discussed in more detail in sections 3 to 9 below.

3. Bookkeeping

- 3.1 The following are examples of the typical tasks included in this section:
- a) Recording, checking and processing invoices for payment in line with the financial procedures and regulations
 - b) Preparation of payment lists for senior staff authorisation

- c) Maintaining records of all invoices issued on behalf of the Association
- d) Recording, controlling and banking of receipts
- e) Maintenance of electronic cash book and associated records in order to ensure appropriate audit trails
- f) Maintenance of the petty cash book and associated records
- g) Preparation of month end bank reconciliation statements for all of the Association's bank accounts
- h) Preparation of month end journal entries
- i) Postings to the nominal ledger and production of month end trial balances; analysis of same to ensure reconciliation
- j) Prepare monthly reconciliation of rent accounting and factoring accounting records to nominal ledger balance
- k) Review receipt book and confirm banking of all receipted funds
- l) Review invoices outstanding and action as appropriate

3.2 The above should not be viewed as exhaustive.

4. Treasury management

4.1 The following are examples of the typical tasks included in this section:

- a) Ensure daily review of bank balances and appropriate transfers via internet banking to ensure efficient management of the Association's accounts and cash flows
- b) Maintain all loan accounting records
- c) Arrange or complete inter-account transactions as requested by the SMT

4.2 The above list should not be viewed as exhaustive.

5. Staffing and salary records

5.1 The following are examples of the typical tasks included in this section:

- a) Process and record expense claims
- b) In conjunction with the finance agent, prepare staff salaries and reconcile PAYE year-end return

- c) Assist the finance agent in calculating payment of PAYE and NICs to His Majesty's Revenue and Customs and attend to all tax forms and tax returns that are required to be made by the Association to HMRC
- d) Process payments to the Pensions Trust
- e) Maintain appropriate records in relation to statutory sick pay and statutory maternity/paternity pay/leave

5.2 The above list should not be viewed as exhaustive.

6. Maintenance of registers

6.1 In conjunction with the Corporate Services and Assurance Manager, the Finance Officer will maintain:

- a) The fixed asset register, including reconciliation to nominal ledger balances.
- b) The office inventory and ensure appropriate contents insurance cover are remits in place at all times
- c) The register of disposals

6.2 The above list should not be viewed as exhaustive.

7. Factoring

7.1 The following are examples of the typical tasks included in this section:

- a) Collate common repair charges
- b) Record and collate charges in relation to block insurance and factoring fee.
- c) Record all charges against individual owners/sharing owners
- d) Prepare and issue invoices for factoring services in line with the Association's policy
- e) Process and issue factoring accounts
- f) Liaise with purchasers' and sellers' solicitors on the issues relating to change of ownership and ensure apportioned accounts to date of sale are issued
- g) Ensure the ongoing accuracy of the information held in the Property Factors Register
- h) In relation to owners' insurances, the Finance Officer will:
 - ensure that the Association's factoring files and records are kept up to date.
 - record all properties for insurance purposes

- in liaison with the finance agent, notify insurers of any change to block policy
- ensure owners have a copy of the Association's block policy insurance
- arrange for interests to be noted on policy and confirming same to solicitors and lenders

7.2 The above list should not be viewed as exhaustive.

8. Health and safety

8.1 The following are examples of the typical tasks included in this section:

- a) Advise the Director on health and safety issues
- b) Carry out health and safety inspections in the Association's office premises and arrange health and safety checks on equipment in use in these premises
- c) Undertake the role of Health and Safety Administrator and take responsibility for ensuring all tasks relevant thereto are undertaken. This will include, but will not be limited to, reviewing the health and safety management systems/policies and arranging fire drills, risk assessments, VDU assessments and housekeeping drills, preparing and presenting quarterly reports on health and safety to senior staff and the Management Committee
- d) Set up and maintain appropriate electronic and paper filing systems in relation to the health and safety function
- e) Ensure that the policy is up-to-date and that additions/amendments periodically issued by EVH are duly incorporated
- f) In conjunction with the Director, ensure that staff and Committee receive appropriate training in the area of health and safety

8.2 The above list should not be viewed as exhaustive.

9. Miscellaneous finance tasks

9.1 The Finance Officer will undertake the following miscellaneous tasks related to finance and financial management:

- a) Maintain funding and private finance records
- b) Advise staff on sums outstanding and sums due to be claimed
- c) Assist in the preparation of budgets, quarterly management accounts, annual accounts, medium and long term projections, cash flow statements, finance policy

reviews, insurance cover reviews, treasury management issues, component accounting and any other relevant matter

- d) Liaison with banks, auditors, HMRC, pensions trust and any other external bodies as appropriate
- e) Assist in the updating and maintaining of the Association's financial records inclusive of proposals for improvement of systems and records and finance related policies
- f) Advise on shared ownership disposals
- g) Input invoice data onto Purchase Ledger
- h) Assist with the completion of internal and external audits

9.2 The above list should not be viewed as exhaustive.

10. General tasks

10.1 The Finance Officer will undertake the following general tasks:

- a) Create and maintain, in conjunction with colleagues as appropriate, the required paper and electronic files relating to the finance and health & safety functions
- b) Uphold the Association's policy on equality and human rights at all times
- c) Maintain appropriate confidentiality at all times
- d) Be responsible for the security and protection of the Association's information.
- e) Be responsible, along with all other members of staff, for the security of the office
- f) Ensure customers are fully aware of the complaints handling procedure operated by the Association
- g) Participate in training and development, attend conferences, seminars and courses etc and maintain a level of knowledge and skills to complete your duties effectively and efficiently
- h) Contribute to the overall activities of the Association and carry out any other duties which, in the opinion of the line manager, are considered appropriate to the post

10.2 The above list should not be viewed as exhaustive.

11. Review

11.1 This job description will be reviewed after the Finance Officer's first year in post following which it will move to a longer cycle. There will be consultation with the postholder prior to any reviews taking place.