



JOB PROFILE

POSITION:	Accounts Assistant	REPORTING TO (NAME):	Pio Murtagh
JOB HOLDER(S):	TBC	LOCATION:	Head Office
HOURS:	Permanent Part Time 20 hours per week	DATE:	September 2017

Principal Objective of Position

To provide administrative support to the finance team in recording and processing income, purchases and payments.

Responsibilities:

The key accountabilities and associated duties include –

1. Financial Operations (circa 50% of time)

- Recording and tracking of purchase invoices and purchase ledger payment management
- Posting of invoices to accounts system
- Preparation of monthly accruals schedule
- Posting and reconciliation of credit card transactions to accounts system
- Petty cash recording and management
- Preparation of the reconciliation of multiple bank accounts and other control accounts on a monthly basis
- Support to the Finance Officer in the preparation of the monthly accounts process
- All work must be completed in line with monthly cut off procedures

2. Income Management (circa 15% of time)

- Tracking, coding and posting of rental income to the tenant management system
- Preparation of weekly income and arrears analysis reports for management from the tenant management system
- Exception reporting using the tenant management system
- Ad hoc and periodic finance duties /projects including supporting rent reviews and new tenant signup
- Support to the Housing Administrator in managing finance related correspondence with tenants and suppliers

3. Project Accounting (circa 10% of time)

- Undertake oversight of projects on behalf of the Financial Controller, preparing reports and reporting progress against budget

4. Record Keeping (circa 15% of time)

- Management and maintenance of the physical and computer filing systems in line with company policies, procedures and statutory requirements

5. General Duties (circa 10% of time)

- Answering and directing phone calls and communications
- General administration duties as outlined by manager
- Support the Financial Controller in project managing projects overseen by Finance
- This role is expected to develop over time such that the incumbent will bring the accounts up to trial balance stage
- Attendance at meetings and events to represent the finance department as and when required

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

Job Specification

Required

- Education requirement of Accounting technician qualifications or above
- 1-2 years' experience in an accounting administration role
- Intermediate level of understanding of accounting principles, book keeping and ledgers
- Experience in using accounting software, prior experience of Sage preferable
- Proficiency in the use of Microsoft Word, Excel and Outlook
- Ability to draft and format operational level reports/spreadsheets for presentation to management essential
- Exercise good judgement, empathy and understanding in communication with fellow staff and tenants.
- Diligence, timeliness and accuracy are essential qualities to the successful performance of the role.
- Ability to prioritise duties and exercise time management in undertaking daily duties.
- Ability to follow direction in order to achieve competency in duties.
- Ability to communicate concisely and respond promptly to correspondence.

Desirable

- Prior experience in a housing association or property management would be an advantage but not essential.

Competencies:
1. Planning and Organising
2. Time and Priority Management
3. Interpersonal Skills
4. Personal Accountability
5. Flexibility
6. Decision Making
7. Teamwork

REPORTING STRUCTURE (number of team members supervised in this job):	
Directly: 0	Indirectly: 0
KEY RELATIONSHIPS (please specify contacts):	
Internal: Finance Team	External: Tenants