

## **HILLHEAD HOUSING ASSOCIATION 2000**

### **Job Description**

**Job Title:** Finance Assistant  
**Grade:** 6 (PA17 – PA20)  
**Responsible to:** The Head of Corporate Services and Finance Agent

### **Job Purpose**

To undertake a range of book-keeping and finance related tasks within the Association. Close liaison with the Finance Agent will be involved.

### **MAIN DUTIES**

#### **1. Cash Book**

- 1.1 Maintain the cash book including coding and posting all transactions to the nominal ledger and maintain backup files for lodgements and payments
- 1.2 Operate the computerised banking facility on a daily basis to ensure that all accounts have appropriate funds and maximise the interest potential on the investment account.

#### **2. Purchase Ledger**

- 2.1 Input invoices on computerised system and once checked and pass to appropriate staff member for authorisation
- 2.2 Code invoices to nominal ledger expense accounts in line with agreed procedures
- 2.3 Reconcile supplier statements on a monthly basis with purchase ledger balances
- 2.4 Deal with enquiries from Contractors/Suppliers
- 2.5 Issue BACS payments/cheques to Contractors/Suppliers at appropriate times

#### **3. Sales Ledger**

- 3.1 Assist with coding invoices for factoring charges, tenant re-charges, agency fees, grant income and miscellaneous charges to sales ledger once agreed and approved by the appropriate staff
- 3.2 Pursue debt collection of non housing management related activities
- 3.3 Prepare quarterly credit control statement excluding housing management activities

#### **4. Rent Accounting**

- 4.1 Inputting of rent data into the computerised rent accounting system.
- 4.2 Inputting Housing Benefit and Universal Credit payments and any other monetary transactions received by the Association for rent.
- 4.3 Inputting and amending other information held on the computerised rent accounting system including adjustments, rent increases, service charges etc.

## **5. Petty Cash**

- 5.1 Check the monthly record of petty cash expenditure and liaise with Managers as required.
- 5.2 Prepare and post journals to the nominal ledger
- 5.3 Reconcile petty cash control accounts
- 5.4 Collect and deposit cash/cheques from and to the bank as required following security guidelines

## **6. General Finance Duties**

- 6.1 Reconcile control accounts for all functions of payroll on a monthly basis and maintain records
- 6.2 Reconcile all loan accounts on a monthly basis and maintain records in line with agreed procedures; prepare quarterly loan summary report
- 6.3 Reconcile all bank accounts on a monthly basis and ensure balances agree with nominal ledger
- 6.4 Post journals to the nominal ledger as required.
- 6.5 Produce regular management statistics as required
- 6.6 Maintain account analysis for nominal ledger accounts as required.

## **7. Development**

- 7.1 Record and monitor capital expenditure and grant income and reconcile to Nominal Ledger

## **8. Property Insurance**

- 8.1 Maintain records of all insurance claims, submit claims and reconcile with payment received

## **9. Other Duties**

- 9.1 Attend training events as appropriate
- 9.2 Any other duties which may from time to time be required in line with needs and objectives of the Association's business
- 9.3 Assist with completion of Financial Conduct Authority Returns, OSCR (Office of the Scottish Charity Regulator) Returns and HMRC Year End Returns
- 9.4 Carry out monthly Account analysis and monthly Rents reconciliation
- 9.5 Monitoring and cashing up rent payments and reconciliation of card payments
- 9.6 Carry out the monthly processing of payroll including overtime claims, expenses and submission of HMRC returns and monthly wages analysis.
- 9.7 Assist Agents with preparation of audit files
- 9.8 Assist Agents with preparation of management accounts and annual budget.
- 9.9 Attend occasional meetings to assist Finance Agents and members of the Management Team in presentation of various finance reports
- 9.10 Assist the other members of the Finance & Corporate Services team with front line duties