

**Job Description**

**1.** **JOB DETAILS**

**Job Title:** Finance Assistant

**Location: Edinburgh**

**Team/Directorate:** Finance

**Responsible To:** Finance Manager

**Responsible For:**

# 2. JOB PURPOSE

Provide financial accounting and administration services to ensure the proper functioning of the finance team and support to other parts of the Association.

### 3. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

* Process Purchase Ledger invoices in line with delegated authorities policy.
* Processing, payment and accuracy check of Employees expenses to keep expenditure in line with Association policies.
* To process Bacs runs and adhoc payments in line with payment terms and cashflow projections of the Group to help managers get an overview of the Association’s financial position.
* Liaise with all suppliers and deal with enquiries to ensure correct payments are made in a timely manner and any errors are swiftly corrected.
* Provide a high level of customer service when dealing with internal and external customers to build on Cairn’s excellent reputation and help other departments get the most out of the Finance function.
* Support Accountant with Payroll and pension preparation and filing so that all employees are paid correctly and on time.
* Provide cover during holiday/sick leave for other Finance Assistants including accounts receivable to ensure there is no break in services provided during absences, planned or otherwise.
* Support Accountant with the maintaining Cash book so that income and expenditure are recognised as effectively as possible.
* Preparation and processing of tenancy write-offs and rent refunds in line with finance KPI procedures.
* Process property management income postings in line with current service level agreement.
* Process and maintain weekly and monthly direct debits for all property management, repairs and sales invoice income.
* Perform accuracy checks of nominal ledger postings to ensure integrity of data.
* Reconcile income received and maintain associated cash books to ensure accuracy of data.
* Raise invoices in relation to Rechargeable Repairs and any adhoc invoices as required in line with service standards and finance KPI targets.
* Maintain Sales Ledger debtors on a monthly basis and highlight any issues in line with finance service standards and KPIs.

**3.2 Key Performance Indicators**

* Ensure that all suppliers on Purchase Ledger are accurate
* Provide accurate utility expenditure for Service charges
* Good working relationships with internal contacts
* Undertake development in order to be able to support other Finance Assistants during annual or sick leave
* Work to achieve performance standards, expectations and desired outcomes

# 3.3 Key Contacts – Internal & External

* Suppliers
* Other Departments within the Group
* Service providers

# 3.4 Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

**3.6 Other**

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**Finance Assistant**

**Person Specification**

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| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | HNC in accounting or at least 2 years relevant experience | Membership of or willing to work towards AAT or HNC  accounting |
| Experience | HNC in accounting or at least 2 years relevant experience | Experience of working with large volumes of payments  Experience of complying with procedures and querying errors  Experience of using accounting software  Experience of working and supporting colleagues in a busy team |
| Knowledge | Good working knowledge of IT applications, Excel and Microsoft Office in particular | Working knowledge of Payroll |
| Skills | * **Customer Service** – works with staff to understand their needs, and to address those needs appropriately, in a timely manner. * **Numerical Expertise** – Demonstrates solid numerical understanding and logical approach. * **Teamwork** – Works collaboratively with others; promotes a positive climate, good morale and co-operation between team members. * **Communication** – Presents verbal and written information, ideas and questions in a clear and understandable manner, responds appropriately to others. * **Results Orientation** – Works to achieve performance standards, expectations and desired outcomes. We will strive to achieve greater value for money in all you do.   **Personal Effectiveness** – Knows own strengths and areas for development, demonstrates time management and personal organisation, commitment to learning, ability to use healthy coping strategies in working through change and transition |  |
| Personal attributes | Adaptability  Able to follow policies and procedures  Flexibility  Learning Ability  Communication  Ability to prioritise  Teamwork  Motivated  Numerical Reasoning  Sense of humour and esprit de corps |  |
| Additional requirements | May be required to travel to other offices |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Post Holders Signature: Date:**

**Managers Signature: Date:**