

## **FIRST CHOICE HOUSING ASSOCIATION LTD**

### **JOB DESCRIPTION – FINANCE ASSISTANT**

**RESPONSIBLE TO:** Director of Finance and IT

**GENERAL AIMS:** To provide routine financial functions within the Association, supporting the Corporate Services Department in fulfilling its function.

#### **1.0 INCOME AND EXPENDITURE**

- 1.1 Maintain and update the purchase and sales ledgers on SAGE ensuring the invoice database is updated and maintained.
- 1.2 Issue customer statements and liaise with support providers and local authorities finance departments in order to perform credit control.
- 1.3 Process and pay supplier invoices via BACS and cheque and undertake supplier statement reconciliation
- 1.4 Produce recharge and other invoices and pay in cheques received.
- 1.5 Ensure invoices are correctly coded, recorded and analysed in the SAGE accounting system and paid by cheque or bacs.

#### **2.0 BANK**

- 2.1 Post bank movements to SAGE accounting system and reconcile bank accounts on SAGE weekly. Produce Cash Management Report and pass with bank reconciliation to Director of Finance & IT on a weekly basis.
- 2.2 Undertake all finance administration related tasks including filing processing of cheques, administering credit card statements, aged debtor reports and petty cash responsibilities.

#### **3.0 RENT ACCOUNTING**

- 3.1 Update rent account database with rent transactions and payment methods for tenancy and support provider changes
- 3.2 Record monthly rent debit and rent receipts on rent database and produce monthly rent report.
- 3.3 Post rent debit journal monthly, reconciling rent database to SAGE.
- 3.4 Manage the rent direct debit scheme, processing AUDDIS reports and producing monthly and quarterly void rent invoices as required.

**4.0 GENERAL FINANCE**

- 4.1 Maintain the Fixed Asset Register and asset sticker numbering system.
- 4.2 Reconcile the maintenance cost headings on a quarterly basis, working with the maintenance department.

**5.0 OTHER**

- 5.1 Uphold the association's Code of Conduct standing orders and other policies and procedures setting high personal standards
- 5.2 To administer and arrange for archiving of files, ensuring that records are kept up to date and that files are safely stored.
- 5.3 To attend and support key stakeholder events.
- 5.4 To undertake other duties as may be reasonably expected commensurate with the post

Signed Post holder ..... Date .....

Signed Manager ..... Date .....