

Job profile

Job title: Finance Assistant (Payables & Receivables)	Responsible to: Financial Reporting Manager
Salary grade: E Up to £ 29,203 per annum depending on experience.	Contracted Hours: 37 (12-month fixed term contract)
Responsible for: N/A	Behaviour level: 1 – All colleagues

Purpose of the job:

As Finance Assistant (Payables & Receivables), you will be accountable for the timely, accurate and consistent processing of Accounts Receivables (AR) and Accounts Payables (AP) financial transactions to the Group's and LVRHA's financial ledgers in accordance with procedures. You will maintain the Group's bank account transactions through the accurate and timely posting of sales ledger receipts, rent ledger receipts and payments, resolving queries as required with colleagues.

This role is a key element of the delivery of Finance Services across the Group and therefore integral to Group financial reporting deliverables and objectives. Additionally, you will implement the continuous improvement of finance processes and systems to maximise the accurate, timely and tailored services to customers.

Key accountabilities:

1. To provide cover in the absence of the Finance Assistant (Rents) including daily posting of journals for all transactions through the rent bank account into the general ledger, with corresponding entries to the housing system and sundry debtor accounts on a timely and accurate basis for both SLH and LVRHA, queries from the Income team and other internal customers, uploading of bank statements and clearing items from the bank reconciliations.
2. To be responsible for resolving all queries, errors and reconciling items from cash, bank, AP and AR transactions, including coordination of further expert technical support where required, in respect of SLH and LVRHA. To record and disseminate any system procedure notes for future reference.
3. To be responsible for day-to-day operation of the accounts payable function, of SLH and LVRHA, from invoice registration through to payment file production, including supporting the supplier masterfile workflow, and non-supplier (including rent and

Housing Benefit refunds) payments, including direct payments through the bank. Verifying bank details for all supplier additions and amendments and non-supplier payments. To be responsible for month end closedown and reconciliation of the AP control account.

4. To be responsible for the day-to-day operation of the Accounts Receivable function, for SLH and LVRHA, from set up of customers, raising of invoices through to undertaking of credit control. To be responsible for month end closedown and reconciliation of the AR control account.
5. To be responsible for reporting against performance KPIs for both Accounts Payable and Accounts Receivable in line the monthly finance timetable; to follow up any exceptions proactively with budget holders, suppliers, and customers, including reconciling any supplier statements received.
6. To work closely with the Management Accountant to support preparation of relevant working papers for the year end external audit. Support the audit by responding to and resolving all audit queries; actioning and embedding all actions from internal and external audit recommendations.
7. To ensure controlled stationary is held securely and that cash and cheques received are banked on a timely and accurate basis.
8. To be a proactive member of the SLH team; continually seeking to improve outcomes and develop your own skills and the performance of the team. You will seek to improve processes and ensure value for money.
9. To ensure that Health, Wellbeing and Safety policies and procedures are adhered to, to deliver effective and safe services and operations.
10. To ensure you work in accordance with legislative, regulatory and financial requirements in relation to your role at all times.
11. To ensure that SLH data is collected, safely and appropriately managed, reported accurately and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to ensure data quality and security.

Person specification

Job title Finance Assistant (Payables & Receivables)		
Criteria	Essential / Desirable	Method of Assessment
Qualifications		
Minimum of 5 GCSE's (or equivalent) at Grade C or above, including Maths and English	E	CV
Membership of the Association of Accounting Technicians	D	CV
Evidence of continued professional development	D	CV/I
Knowledge, skills and abilities		
Strong digital skills in Microsoft Office products (in particular PowerPoint, Word, Excel, Teams) and using computerised accounting systems	E	CV/I
An unwavering commitment to equality, diversity, and inclusion, ensuring this is embedded in the work of SLH	E	I/ST
Ability to work at pace and follow policy and procedure	E	CV/I
Excellent planning and time management skills	E	I/ST
Robust knowledge of financial controls, process, procedures relevant to a transactional processing within a medium or large business (preferably a Housing Association)	D	CV/I
Detailed understanding of day-to-day processes and procedures for accounts payable, accounts receivable and cash/bank accounting within finance systems (preferably Open Accounts)	E	I/ST
Good understanding of Partial Exemption VAT, input tax recoverability and accounting for output VAT	D	CV/I
Demonstrates determination to ensure best practice is followed	E	I
Excellent oral and written communication skills	E	I/ST
Excellent interpersonal and customer care skills	E	I/ST
Is a role model to other managers and colleagues in expected professional standards, and in alignment with SLHs shared SLICE values and behaviours	E	I
Experience		
Proven experience of operating in a finance team of a medium or large organisation	D	CV/I
Experience of maintaining a robust financial control environment, including delivery of balance sheet reconciliations	E	CV/I

Experience in developing processes, systems and initiating and driving continuous improvement	D	CV/I
<p>Values and behaviours - <i>It's not just about what we do, we believe it's how we do it too...</i></p> <p>By living our behaviours every day, our colleagues, managers and senior managers are living our shared SLICE values and helping to deliver our vision of Quality Homes, a platform for life:</p> <ul style="list-style-type: none"> • Genuinely care • Take responsibility • Have respect • Be adaptable • Work together • Be curious • Make it happen • Always improving 	E	I
	E – Essential D – Desirable	AF – Application form/CV I – Interview ST – Skills test ASS – Psychometric tool e.g., Wave
<p>Please note:</p> <p>No job profile can cover every task which may arise within a role. The post holder will be expected to carry out other duties from time to time which are broadly consistent within this document.</p>		
<p>Role profile prepared by: Director of Finance</p>		
<p>Review date: January 2024</p>		
<p>Location: Will be Bridge Mills Business Centre, Stramongate, Kendal LA9 4BD. South Lakes Housing operates a hybrid working policy.</p>		