



Directorate of Finance and Business Services

Finance Officer

Grade E - £21,951 per annum

37 Hours per week, (to be worked flexibly in line with business needs) for up to 12 months Maternity Cover (Fixed term)

An exciting opportunity has arisen for a self motivated individual to join our Finance Team.

This is a wide ranging role, with a remit which includes involvement in management accounts, year end accounts, budget preparation and control, reporting, rent accounting, and system maintenance of our Housing Management System.

You will hold a relevant accountancy or business qualification, have a sound knowledge of accounting procedures and be experienced in the use of Financial Systems including Microsoft packages. Experience of computerised Housing Management Systems is also desirable.

You will be a strong team player, with a positive and enthusiastic attitude who works well under pressure. The post holder must also demonstrate good communication skills, and be helpful and approachable at all times. Problem solving is a key part of this role, along with a desire to learn and develop your skills and experience.

Closing date for applications: 12 noon, Monday 1st March 2021

(please be aware that applications received after this time will not be considered)

Assessment and Interview Date: Week Commencing Monday 8th March 2021

In addition to salary we offer a great working environment, an excellent pension scheme with a high level of employer's contribution, flexible working, 24 – 29 days' leave, child care subsidy and subsidised use of leisure facilities.

Please submit your CV with a covering letter (max. 2 pages) demonstrating how you meet the minimum criteria in relation to the person specification, please send to careers@wvht.co.uk

Those applicants that consider themselves to have a disability and meet the minimum criteria for the role will be guaranteed an interview. Please confirm within your application if you consider yourself to have a disability.

The Trust invites applicants from all members of the community, irrespective of age, sex, marital status, race, sexual orientation, race, religion or disability.

Accountability Profile:

Job title:	Finance Officer
Employer:	Weaver Vale Housing Trust
Location:	Gadbrook Point, Rudheath Way, Northwich, Cheshire
Contract:	Fixed Term Maternity Cover (up to 12 months)
Salary:	Grade E £21,951
Hours of work:	37
Department:	Finance and Business Services
Reporting to:	Finance Team Leader (Property and Rents)

NB. The information outlined below is the purpose of the post, i.e. why it exists, and the key accountabilities of the post holder, i.e. the outcomes required of the post. This is not a list of tasks or duties, as post holders are required to perform any reasonable task within their competence to deliver the stated outcomes.

Job purpose
To deliver the key accountabilities and to work with the Finance Team Leader and Head of Finance to deliver the Our Money Strategy.
Key Accountabilities
<ul style="list-style-type: none"> • Contribute towards the development , implementation and administration of finance systems, relating to the role. • Ensure that the quality of the service given to all customers is the highest possible and that up to date and accurate information is provided. • Ensure compliance with all legal, statutory and relevant regulation along with best practice. • Create and maintain reports from the EDR module of Open Accounts, and the QL Housing Management system. • To support the Finance Team Leader in budget preparation, budgetary control, month and year end accounts preparations (emphasis on Property Services, Repairs and Maintenance, Trusts own DLO and Weaver Horizons). • Contribute to the day to day operation of the Team with joint responsibility for processing repairs orders within the Trusts QL Housing Management System. • Responsibility for material/stock processing via the QL Housing Management

System and Open Accounts.

- Joint responsibility for interfaces between the Trusts Housing Management System and Financial Accounts packages.
- To support the Finance Team Leader and other team members in all aspects of the Trusts rent accounting function.
- To assist the Finance Team Leader in maintaining and providing Directorate Support for the Rent Accounting module of QL Housing Management System.
- To ensure the accuracy of accounting records and assist as and when required with the provision of accurate and timely information for reports, returns, budgeting and year end accounting purposes.
- Contribute to procedure note formulation and maintenance within the Finance Team.
- To deliver all work in line with the Trusts GDPR, H&S, Financial and People policies and procedures.
- To liaise with both internal and external auditors and other external inspectorate as appropriate.
- Any other accountancy / administrative work as and when requested by the Finance Team Leader or Head of Finance.

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSE's Grade C or above, to include: Maths & English (or equivalent) • A relevant accountancy or business qualification. E.g. AAT, degree or equivalent, or equivalent level of operational experience. 	<ul style="list-style-type: none"> • IT qualification (e.g. ECDL)
Skills	<ul style="list-style-type: none"> • Ability to interpret, analyse and present financial data, statistics and trends in an appropriate way • Ability to plan and prioritise work, manage time and respond effectively to changing circumstances • Ability to cope with varied work types and demands 	<ul style="list-style-type: none"> • Experience within the housing sector.
Experience	<ul style="list-style-type: none"> • Relevant experience in a financial environment • Experience of financial and Management accounts preparation • Experience of budget preparation and budgetary control • Experience of computerised 	<ul style="list-style-type: none"> • Experience of computerised Housing Management Systems

	<p>Financial Systems</p> <ul style="list-style-type: none"> • Experience of other IT systems, including excel 	
Knowledge	<ul style="list-style-type: none"> • Demonstrates an understanding of financial regulation, legislation and best practice. • Good knowledge of Health and Safety practices, and GDPR legislation. 	
Competencies	<ul style="list-style-type: none"> • Advanced IT skills • Strong communication skills • Organised and self motivated • Understands the importance of teamwork and collaboration • Demonstrates a sense of responsibility and shows initiative • Problem solving • Time keeping • Enthusiastic 	
Attributes	<ul style="list-style-type: none"> • Have a flexible approach to work, and business needs • Commitment to delivering excellent customer service • Be reliable, and show commitment to the Trusts values and objectives • Remains calm under pressure • Willingness to learn new skills and adapt • Positive attitude to all tasks • Helpful and approachable 	