

JOB DESCRIPTION

JOB TITLE:	FINANCE ASSISTANT
RESPONSIBLE TO:	MANAGEMENT ACCOUNTANT (Expenditure & Systems)
DEPARTMENT/ SECTION:	FINANCE
SALARY (£):	Grade 5 – Pt 14 – 17

MAIN PURPOSE OF THE JOB

To assist members of the Finance Team to deliver financial service and support to Cartrefi Cymunedol Gwynedd. (CCG)

To process routine transactions relating to debtors income, rent transactions, payroll & creditors invoices

VISION AND VALUES

This post will help CCG achieve its vision of being a leading provider of quality housing – meeting the needs of customers, valuing communities.

The post-holder will work to CCG's core values of being Fair, Accountable, Open, Innovative and Approachable

KEY RESPONSIBILITIES

Income

- To download daily banking information, analysing both payments and receipts and to enter information into the financial ledgers.
- To download rent income received via standing orders and generate the input file ready for posting to the rent accounting system on a daily basis
- To reconcile income received to receipts issued, to input the details of the income received into the financial ledger and to ensure that all income is banked promptly and in full.

Sundry Debtors and Payments

- To raise recurring sundry debtor invoices in accordance with the register of recurring debtors and to raise ad-hoc sundry debtor invoices.
- To identify and post income relating to sundry debtor invoices to the correct debtor account.
- To deal with telephone, e-mail or written enquiries from debtors and CCG staff in respect of invoices raised, and to do so in accordance with customer service standards.
- To deal with issues relating to sundry debtor receipts, including taking customer payments over the phone and the setting up Direct Debits.
- To process rent refunds and other sundry payments promptly in accordance with approved procedures
- To update the general ledger with details of all sundry payments processed.

Payroll

- To check and input all travelling and subsistence claims each month
- To check and sort payslips and prepare for distribution each month
- To assist with any other relevant payroll issues
- To maintain the central records of driver's licences, insurance certificates and MOT certificates and to issue the information to Service Managers on a monthly basis.

Creditors

- To scan invoices received and to distribute them to budget holders in accordance with the approved procedures.
- To input invoice information on to the purchase ledger, ensuring all invoices are processed and paid within agreed timescales.
- To match invoices to the appropriate purchase order within the system.
- To deal with any telephone, e-mail or written queries from suppliers promptly in accordance with customer service standards.

- To dispatch cheques produced, and to deal with creditor invoices administration.
- To assist the Payments & Income Officer with other issues relating to creditor invoices.

General

- To assist members of the Finance team with other relevant tasks.

General Management Responsibilities

- To respond to issues arising when the Management Accountant or Payments & Income Officer is unavailable.
- To attend internal and external meetings as required
- To ensure compliance with the Financial Regulations, Scheme of Delegation, Standing Orders, standards of probity relating to the organisation's charitable status and Welsh Government Regulations.
- To ensure compliance with all other relevant legislative, regulatory, constitutional and financial requirements, and to work to high professional and ethical standards.
- To ensure compliance with ISO 9001, ISO 14001 & OHSAS 18001 requirements on Health, Safety, Quality and Environment issues.
- To ensure that tenant and customer interests are identified and fully taken into account, and to ensure compliance with customer service standards
- To ensure compliance with the equality and diversity policy.
- To constructively challenge traditional ways of working, develop innovative responses and be committed to continuous improvement
- To represent, promote and maintain a positive attitude and image for Cartrefi Cymunedol Gwynedd, and to contribute to the development of the organisation.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service you may be required to undertake any other reasonable tasks, broadly consistent with those in this document as determined by your line manager, Assistant Director or Director.

PERSON SPECIFICATION (Finance Assistant)

	ESSENTIAL/ DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none"> 5 GCSE (Grades A-C), including Maths 	Essential
<ul style="list-style-type: none"> Studying for membership of the Association of Accounting Technicians (AAT) 	Desirable
EXPERIENCE, KNOWLEDGE AND SKILLS	
<ul style="list-style-type: none"> Experience of working in the housing sector 	Desirable
<ul style="list-style-type: none"> Experience of working in financial environment for a comparable organisation 	Essential
<ul style="list-style-type: none"> Knowledge of accounting principles and double entry book-keeping 	Desirable
<ul style="list-style-type: none"> Proficient in software applications, especially Microsoft products including Excel 	Essential
<ul style="list-style-type: none"> Deals with customers and colleagues with commitment, integrity and respect. 	Essential
<ul style="list-style-type: none"> Is able to work well independently, and also with others as a team player. 	Essential
<ul style="list-style-type: none"> Produces accurate and high quality work to meet deadlines. 	Essential
<ul style="list-style-type: none"> Assists with identifying and defining problems, and with finding appropriate solutions. 	Essential
<ul style="list-style-type: none"> Demonstrates judgment, uses initiative, is a good decision maker, and seeks advice and information when appropriate. 	Essential
<ul style="list-style-type: none"> Works to the organisation's objectives and values. 	Essential
<ul style="list-style-type: none"> Contributes ideas to facilitate change and improve services. 	Essential
<ul style="list-style-type: none"> Communicates effectively. 	Essential
OTHER	
<ul style="list-style-type: none"> Flexible in approach to hours worked 	Essential
LANGUAGE REQUIREMENTS	
<ul style="list-style-type: none"> Communicates fluently in Welsh and English 	Essential



CARTREFI CYMUNEDOL
GWYNEDD