**JOB DESCRIPTION**

**JOB TITLE:** Finance and Tenancy Officer

**RESPONSIBLE TO:** Finance Manager

**MAIN PURPOSE OF THE JOB:** To be responsible for tenancy management and to assist the Finance Manager as required.

**KEY DUTIES & RESPONSIBILITIES:**

* Prepare tenancy agreements for all residents and end of tenancy letters including financial calculations
* Assist the Finance Manager with the annual rent review for all houses
* Assist with quarterly management accounts
* Maintain purchase ledger – ensure all purchase invoices have appropriate authorisation and deal with supplier queries
* Prepare weekly payment run and send remittances.
* Load BACS payments
* Maintain spreadsheets as required
* Assisting with preparing and /or reviewing the monthly payroll (it is run externally)
* Assist with bank reconciliations

**General**

* Maintain confidentiality and respect the privacy of the residents
* Provide office cover
* Prepare any required reports
* Attend training courses as required.
* Any other duties which may be required, commensurate with the grading of this post.

**ADDITIONAL REQUIREMENTS:**

* Be able to demonstrate a flexible approach in the delivery of work. The post holder may be required to perform duties not specifically identified in the Job description, but which are commensurate with the general responsibilities of the post.

**Candidate Profile**

You must have excellent communication skills and a warm and approachable manner when dealing with enquiries and to be able to remain calm under pressure. Experienced in working in a finance / accounts office environment, with attention to detail, good negotiation skills, good IT skills with the ability to create and update Excel spreadsheets and letters in Word. You must have a mature and reliable attitude to work.

Suitable for someone who is highly organised, flexible and able to take responsibility for tasks and who will enjoy the challenge of working within a small but busy office. Ability to work alone or as part of a team essential.

**PERSON SPECIFICATION – Finance and Administration Officer**

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| **CRITERIA** | **HOW ASSESSED** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS & TRAINING** |  |  |  |
| Educated to GCSE grade C or equivalent in English and Maths. | Application Form | **\*** |  |
| AAT or equivalent | Application Form |  | **\*** |
| **EXPERIENCE & KNOWLEDGE** |  |  |  |
| Working in a Housing Association environment | Application Form |  | **\*** |
| Excellent IT skills to include Microsoft Word, Excel and Outlook. | Application Form  Test at Interview | **\*** |  |
| Finance and Administration work in a finance or accounts office. | Application Form | **\*** |  |
| Experience of preparing a small payroll | Application Form  Interview Questions | **\*** |  |
| Successfully communicated with people at all levels | Application Form | **\*** |  |
| Understanding of the requirements of confidentiality | Application Form  Interview Questions | **\*** |  |
| Ability to use SAGE | Application Form |  | **\*** |
| **SKILLS & BEHAVIOURS** |  |  |  |
| Excellent interpersonal skills, able to deal sensitively and tactfully with colleagues and volunteers. | Application Form  Interview Questions | **\*** |  |
| Able to organise and prioritise own workload. | Application Form  Interview Questions | **\*** |  |
| Excellent written and verbal communication skills. | Application Form  Interview Questions | **\*** |  |
| Excellent attention to detail | Application Form  Interview Questions | **\*** |  |
| Ability to work as part of a team. | Application Form  Interview Questions | **\*** |  |
| Commitment to own personal development. | Application Form  Interview Questions | **\*** |  |
| **OTHER REQUIREMENTS** |  |  |  |
| Driving licence and own vehicle | Application Form  Interview Questions | **\*** |  |
| Undertake training as required | Interview Questions | **\*** |  |
| Satisfactory DBS check | DBS Form | **\*** |  |