

## *Aelwyd Housing Association Ltd - Job Description*



**Job Description:** Finance Officer  
**Responsible to:** Finance Manager  
**Employment Terms:** Permanent - Full Time  
**Revision Date:** November 2018

### **Context:**

The Finance Officer is part of the Finance Department which is headed by the Finance Manager. The core responsibilities of the role are three-fold:-

1. To assist the Finance Manager in the production of accurate and timely financial information and to ensure the accurate production of day-to-day financial records and information.
2. To assist administer and implement maintenance / service charge related policies and procedures in relation to all health and safety related services.
3. To work alongside five other colleagues to form part of a 'central support team'. The other members of the Team are the Housing Officers, Property Services Officer, Finance officer (Rents) and the Administrative officer.

As well as holding their own core responsibilities Team members are expected to facilitate enquiries to the Association and are therefore required to be able to deal with many of the typical enquiries received, irrespective of their particular department, in a courteous, professional and efficient manner. Consequently members are very much the 'public face' of Aelwyd and therefore vitally important to the successful day to day running of the Association.

### **General Administrative Duties**

- In conjunction with other members of the *central support team* to receive and process telephone enquiries as required and in accordance with the Association's procedural requirements.
- In conjunction with other members of the *central support team* to receive, open and distribute the Association's post in accordance with the Association's procedural requirements and including the logging of invoices on the SAGE computerised accounting system and the recording of cheques and cash received.

### **Main Finance Duties**

- Maintenance of computerised cash book, purchase and nominal ledger.
- Weekly bank reconciliation
- Reconciliation of petty cash
- Drawing up and input of journals into computer system.
- Production of quarterly budgetary analysis, and regular liaison with Finance Manager to ensure accurate monitoring of budget figures.
- To carry out the weekly cheque/pay run as required.
- To assist with the preparation of the quarterly cash-flow.

- To maintain company insurance policies including the processing of insurance claims.
- To process and liaise with other staff members regarding any insurance related queries.

### **Main Health & Safety Administrative Duties**

- Working closely with scheme staff, colleagues, contractors and tenants; to ensure that the day to day administration of the following health and safety related service charge contracts is conducted in accordance with policy and procedure:-
  - ~ Testing and Inspection of Emergency Lighting Systems.
  - ~ Testing and Inspection of Fire Alarm Systems.
  - ~ Testing and Inspection of Passenger Lifts.
  - ~ Testing and Inspection of Fire Fighting Equipment.
  - ~ Testing and Inspection of Emergency Pull Cords.
- To ensure that the day to day administration of the Control of Asbestos policy is conducted in accordance with procedure.
- To ensure that the day to day administration of the Fire Drill policy is conducted in accordance with procedure.
- To oversee the day to day administration of call and door entry system contracts.
- In accordance with policy and procedure to receive, process and administer all requests for Works of Improvement including the processing of any applications for minor works of physical adaptation.
- To work closely with the Facilities Management Service Provider to ensure that Scheme Log Books are maintained in accordance with policy and procedure.
- To facilitate access for testing and inspection works as and when necessary.
- To administer and maintain the Association's fire safety database in accordance with policy and procedure.
- To administer and maintain the Association's Adaptations Register in accordance with policy and procedure.
- As required, provide information reports to the Director and/or Housing Services Manager in respect of the above contracts.

### **Other Duties**

- To conduct yourself and exercise your duties in a manner commensurate with the ethos of the Organisation.
- To have due regard for the environmental impact of carrying out your duties and where possible adapt your practices accordingly.
- To comply with all the Association's policies and procedures including those relating to Health and Safety and Equal Opportunities.
- To carry out any other duties commensurate with the post as reasonably requested by the Director.

For business reasons the Association may require you to undertake extra duties and responsibilities from time to time. Should it become necessary on a permanent basis, this will be advised in writing and take effect through a new contract of employment. Any changes made will be within your existing capabilities.