**JOB DESCRIPTION**

**Post Title: Senior Finance Officer**



**The Association**

Rockdale Housing Association Limited was founded in 1948. It is a charity and a Registered Society. It is registered with the Homes & Communities Agency and the Care Quality Commission, and is a member of the National Housing Federation. Rockdale’s mission is to provide innovative and flexible housing and other help for older people which they can afford, and which will enable them to maintain or improve their quality of life.

**Properties in Management**

* Rockdale House
* 123 sheltered apartments for rent at Rockdale Road, Sevenoaks
* 28 sheltered leasehold apartments in Akehurst Lane, Sevenoaks
* 29 purpose built sheltered leasehold apartments at Rockdale Road, Sevenoaks

The sheltered apartments provide self-contained accommodation in studio and one bedroom apartments. Communal facilities include laundries and a large common room, where social events are regularly held. Rockdale places great emphasis on the importance of a professionally managed support service. Unlike many sheltered schemes, the support co-ordinators at Rockdale are available to residents 24 hours a day.

**Rockdale House**

Rockdale House is a registered residential care home which aims to provide a sympathetic, comfortable environment in which older people may have their personal care needs met while retaining maximum independence and continuing links with the community. We respect the residents’ rights, as citizens, to freedom of choice, privacy, confidentiality, and control over their daily lives. We operate in a purpose-built care home with 48 residents and a well-motivated staff team under the management of a qualified care home manager.

**Job Summary**

As a member of the Senior Management Team you will assist in maintaining the Association’s financial records**.**

**Accountable to:** Head of Finance

**Line Managed by:** Head of Finance

**Person Specification**

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| Person Specification Criteria | Essential | Desirable |
| *Education and Training*  Degree or equivalent qualification  Association of Accounting Technicians Certificate | √  √ |  |
| *Experience*  Minimum three years post-AAT qualification professional experience of accounts up to trial balance  Assist in a financial year-end in an SME  Sound understanding of financial administration procedures    An understanding of working in the charitable or not-for-profit  sector, especially the caring professions | √  √  √ | √ |
| *IT Skills*  In depth knowledge of computer accounts system(s)  Experience of Quickbooks  Experience of Sage payroll software  Windows applications:  Excel – able to set up own and update existing spreadsheets    Word – able to produce letters to a good standard  Email experience | √  √  √  √ | √  √ |
| *General Skills and Abilities*  Excellent organisational skills  Excellent communication skills (written and verbal)  Able to manage conflicting priorities  Able to work independently  Able to work to deadlines with accuracy and attention to detail  Able to liaise with suppliers, customers and external stakeholders e.g. bankers  Able to liaise with individuals lacking financial expertise | √  √  √  √  √  √  √ |  |

**Key Responsibilities**

* Ensure timely and accurate record keeping and reporting throughout the Department
* Review and ensure the integrity of the trial balance, cost centre and job reports.
* Develop a good understanding of the QB account structure and cost centres
* Maintain the asset and fixed asset registers and the related order authorisation documents
* Reconcile the current bank account weekly and resolve discrepancies
* Maintain the investment schedules and post transactions to Quickbooks (QB)
* Prepare other bank reconciliations as required
* Produce other balance sheet reconciliations to monthly deadlines
* Produce analyses of income and expenditure to monthly deadlines
* Maintain the accruals and prepayments spreadsheets and post the totals on QB when required
* Produce other financial information as requested
* Review the reconciliations prepared by the Finance Assistants
* Review the monthly rent arrears and void reports prepared by the Finance Assistant (rents).
* Review aged debtor and creditor reports and liaise with staff to take any remedial actions
* Maintain the schedule of regular payments / direct debits and resolve discrepancies
* Liaise with suppliers to resolve problems with purchase invoices
* Assist in the coding of purchase invoices
* Check the supplier and salary payment runs prepared by the Finance Assistant
* Maintain the supplier record lists on the online banking system and ensure the correct preparation and filing of authorisation forms
* Enter payment runs on the online banking system
* Prepare cash flow information
* Oversee the integrity of petty cash in the organisation
* Ensure filing systems are correctly maintained in the Department
* Assist the Finance Assistants with bookkeeping queries
* Assist in internal financial audit tasks
* Assist in updating the financial procedures manual
* Assist in the preparation of statutory accounts information
* Resolve queries from staff and tenants when required
* Liaise with suppliers, customers and bank staff as necessary
* Ensure that financial policy is adhered to
* Develop an understanding of the workings of the rent ledger
* Develop an understanding of the workings of the payroll
* Undertake other reasonable duties commensurate with this post

**Hours of work**

Part time, temporary, maternity cover, 25 hours per week (flexible)

**Salary**

£20,504.73 per annum (£30,347 FTE)

**Post grade**

45

**Benefits**

We offer a pension and health cash-back scheme, 6 weeks annual leave increasing to 7 weeks after 5 years’ service, company sick pay payable after 6 months, a referral bonus scheme and full training and support with your professional development. Rockdale is a member of the Pensions Trust, Social Housing Pension Scheme and the post holder will be eligible to join.

**Offer**

The successful applicant will be offered the role subject to a satisfactory enhanced DBS check, and the taking up and verification of references. We also reserve the right to contact any previous employers for a reference request on your behalf.

**Application**

If you wish to be considered for this role, please submit your application form to Sue Baxter, Head of Finance, Rockdale Lodge, Rockdale Road, Sevenoaks, Kent, TN13 1JT.

**Competency Framework**

The competence framework sets out skills, knowledge and behaviours in four main competence areas, providing a means to assess performance of the above duties and responsibilities.

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| --- | --- | --- |
| Competence | Description | Behaviours |
| Communicating effectively, internally and externally | Engaging in written and oral communication that is clear, transparent, and responsive to the needs, experience and understanding of diverse audiences. | Communicate using appropriate styles, methods and timing to maximise understanding, impact and inclusiveness.  Actively seek information from others to understand their needs and encourage them to access relevant information that will help them use services more effectively. |
| Working as a team | Working effectively with colleagues and using the diversity of the team to create a working environment which helps to achieve optimum performance and success. | Proactively contribute to the work of the whole team.  Actively seek input from a diverse range of people.  Be open to taking on different roles |
| Developing skills and knowledge | Keeping up to date with new processes and information in our individual role, seeking opportunities to develop, and taking responsibility for own individual personal development | Identify own skills and knowledge gaps to inform own development and discuss these with line manager  Recognise and take time to achieve own learning and development objectives. |
| Delivering effective performance | Delivering timely performance with energy, taking responsibility and accountability for quality outcomes, and dealing with challenges in a responsive and constructive way | Focus on providing the right solution and keep relevant parties up to date on progress.  Take responsibility for the quality of own work and keep line manager informed of how work is progressing.  Take ownership of problems, remaining positive and focused on achieving outcomes despite setbacks. |