

Job Description

Job Title: **Finance Officer**

Based at: **Main Offices, 147 Fintry Drive, Dundee**

Position reports to: **Finance Manager**

Job Purpose:

To provide an effective and efficient finance service in order to deliver the Association's business plan, strategic and operational objectives.

Specifically with regard to the following responsibilities.

Key Responsibilities:

- Payroll
- General Accounting
- Sales Ledger
- Insurance
- Rent Accounting
- Reactive and Void Repairs
- Rechargeable Repairs
- Owner Occupier Repairs
- Planned Maintenance
- Stage 3 Adaptations
- Development

Guidance Notes- Finance Officer

Key responsibilities and accountabilities examples

While the following lists of examples are not exhaustive, they will give the position holder an idea of the types of activities and level of responsibility expected of them within this role.

Payroll

- Responsibility for all aspects of the administration of the Association's payroll. While the payroll is processed by an external bureau, all calculations and amendments are processed and reconciliations carried out by the postholder including the information required for the pension schemes.

General Accounting

- Reconcile on a monthly basis the sales ledger, purchase ledger rent ledger control and suspense accounts to the nominal ledger.
- Investigate and correct anomalies as required.

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- Produce debtors report and prepare and input debt provision journals as required.
- Provide information and analyses of financial account headings as required.
- Prepare and post standard journals.

Sales Ledger

- Manage the sales ledger, ensuring invoices are raised on a timely basis and followed up (except for rechargeable repairs invoices which are managed by the Income Department).
- Review aged debtors monthly.

Insurance

- Prepare, submit, monitor and reconcile property insurance claims following discussion with the Property Services Manager.

Rent Accounting

- Check adjustments prepared by the Income Department and amend as necessary before entry onto SDM.
- Update property database to take account of sales / purchases and new developments.
- Administration of Allpay payments system.
- Process monthly rent debit and end of period in SDM and produce associated reports ensuring reconciled figures are input into the nominal ledger.
- Reconcile rental accounts (including legal fees and sequestrations) and owner occupier accounts on a monthly basis.
- Prepare and input debt provision journals as required.
- Investigate any anomalies in the rent accounting system and correct as necessary.
- Calculate and process annual rent and service charge increases / uplifts and input to SDM.
- Produce spreadsheets for Housing Services / Income Department to process rent increase letters and inform Housing Benefit staff of changes.

Reactive and Void Repairs

- Maintain project reporting systems, including preparation of monthly financial statistics for reconciling with the Finance Manager's figures.
- Prepare invoices for verification and authorisation.
- Prepare and post monthly accruals.

Rechargeable Repairs

- Prepare and send out invoices for all rechargeable repairs to current and former tenants in accordance with the Association's policies and procedures.

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Owner Occupier Repairs

- Check the owner occupier repairs report prior to billing, checking each repair to ensure it is properly chargeable and the correct division of responsibility has been applied.
- Calculate and advise the Finance and Factoring Officer of charges on planned maintenance contract work in relation to owner occupiers.
- For both reactive and planned maintenance, check that the limits to inform and for consent have been correctly applied.

Planned Maintenance

- Maintain project reporting systems, including preparation of monthly financial statistics for reconciling with the Finance Manager's figures.
- Prepare invoices for verification and authorisation.
- Prepare and post monthly accruals.

Stage 3 Adaptations

- Invite quotes.
- Issue acceptances.
- Maintain records
- Submit claims to Scottish Government.
- Reconcile expenditure.

Development

- Maintain project reporting systems, including preparation of monthly financial statistics for reconciling with the Finance Manager's figures.
- Prepare invoices for verification and authorisation.
- Prepare and post monthly accruals.

Time clock

- Oversee day to day administration of the timeclock in the absence of the Corporate Services Officer.

General

- Attend and participate in training to support and develop skills and knowledge to meet the Association's strategic and operational objectives.
- Ensure your own safety and that of others by complying with health and safety legislation, policies, procedures and responsibilities.
- Conduct yourself and all business activities in line with the Association's Code of Conduct, Dignity at Work Policy, Equality and Diversity Policy and other HR policies which promote very high levels of acceptable behaviour.
- Perform any other duties as may be reasonably requested by the Association or may be required by the needs of the business.

Declaration

I confirm that I have received a copy of this Job Description and accept the contents contained within.



Job Description

Signed (employee): _____ Date: ____/____/____

Name: _____

Signed (employer): _____ Date: ____/____/____

Name: _____