

# Impact Housing Association Ltd

## Role Profile

**JOB TITLE:** Finance Officer

**SCALE:** OFFICER 1 (Scp: 32 – 35)

**TEAM:** Financial Support Team

**LOCATION:** Nook Street Office

**REPORTS TO:** Head of Finance

**DATE:** October 2018

### **Job Purpose**

The Finance Officer, will assist the Head of Finance in the development and administration of financial policies and procedures, the processing of financial transactions, financial reporting and the stewardship of the Association's income and assets through effective budgeting and financial systems development, by fulfilling all of the Principal Accountabilities referred to below, and in particular:

- Co-ordinate the Annual Budget Setting Process, and the budget compilation.
- Co-ordinate the ongoing cash flow forecasting and analysis
- In liaison with the Head of Finance developing the Association's financial systems to improve effectiveness and efficiency of data handling and information retrieval.
- Safeguarding the integrity of the Association's underlying accounting records by ensuring the records are updated on a timely basis and contain only valid and accurate data.
- Monitoring and reporting upon the Association's financial performance.
- To demonstrate the key valued behaviours required of the role given below.

### **Key Valued Behaviours**

The Valued Behaviours for all staff throughout the Association are attached separately.

### **Key Responsibilities**

1. Budgeting – co-ordinate the Annual Budget Setting Process, and complete the budget compilation to meet the Association's corporate reporting timescale.

2. Cash flow management – co-ordinate the forecast and ongoing analysis of organisational cash flows to comply with the Treasury Management Policy requirements and meet the Association’s required timescales.
3. Supporting People – Ensure financial systems are tailored to account correctly for income and expenditure for Supporting People grant and also supported housing schemes.
4. Monthly Management Accounts – prepare monthly management accounts on behalf of the Association to agreed Finance Team deadlines
5. Acting as a Finance Business Partner - providing on-going advice and support to assigned budget holders in order to interpret their accounts and financial information, and assist in their business decision making. These Partner Meetings should be held to timescales agreed with the manager / budget holder and minuted.
6. Balance sheet reconciliations – undertake reconciliations and reporting of balances on a regular basis and at least quarterly covering balances agreed with the Head of Finance, such as Debtor and Creditor balances and loan balances.
7. VAT – assist with the preparation of quarterly VAT returns
8. Fixed Assets – Ensure the Fixed Assets Register is up-to-date and that procedures for recording FAs are appropriate.
9. Year end - assist the Head of Finance with the preparation of the year end financial statements.
10. Nominal Ledger – Together with the Head of Finance & Senior Finance Officer, ensure Impact’s Chart of Accounts & coding analysis adequately reflects the organisation’s structure and accounting requirements; ensure adequate procedures are in place for any changes to the nominal ledger.
11. Financial Procedures Development - at operational level, review, update and write up the organisation's financial procedures on an on-going basis.
12. Supervision of Staff – Line management and supervision of staff as required by the Head of Finance. Providing support and assistance in the supervision of staff where required.
13. General Systems – Develop the use of the existing financial systems; assist with the maintenance and development of the Open Accounts and Open Housing Systems; contribute to the development of systems and procedures at Impact.
14. Develop financial models as requested.
15. Assist with aspects of the loan drawdown process.

16. Assist with other areas, such as service charge accounting, payroll & pensions analysis.
17. Participate in Value for Money activities & review of services.
18. Prepare any ad hoc requests on accounts and financial matters as required.
19. Contribute to the promotion of the Finance Team as a service provider for Teams within the rest of the organisation.
20. Contribute to the development of appropriate financial procedures in order to safeguard all assets of the Association.

### **General**

21. To ensure internal business processes are followed in line with IHA's policies, procedures and statutory requirements.
22. To ensure that all data protection requirements are met in accordance with IHA's policies, procedures and statutory requirements.
23. To attend and actively participate in team meetings (where appropriate), line managements, appraisals, training and Impact mandatory events. To be an active and effective member of the team.
24. To take a full and positive role in training courses as and when required, which may include Responder First Aid training.
25. To undertake your duties in a manner that takes care of your own health & safety and that of others who may be affected.
26. To co-operate with Impact so that Impact can fulfil its duties under health & safety legislation.
27. To undertake health and safety duties in line with all Impact's health and safety policies and arrangements; in particular carrying out and reviewing risk assessments relevant to your service provision and locations and implementing relevant control measures.
28. To work flexibly and collaboratively with other staff and partners to ensure delivery of an excellent and seamless service. To work at all times to achieve the key requirements of Impact's Blueprint and Customer Offer, as appropriate.
29. To undertake all duties in accordance with Impact's Equality & Diversity Policy and all other relevant policies and procedures.
30. Any other duties as are reasonably required within the general nature and level of the post as agreed with the line manager.

**PERSON SPECIFICATION FOR FINANCE OFFICER (REPORTING & SYSTEMS)**

REQUIREMENTS	ESSENTIAL DESIRABLE	METHOD OF IDENTIFICATION
<p><b>Practical and Intellectual Skills</b></p> <ul style="list-style-type: none"> <li>• Advanced IT skills, including Excel</li> <li>• Excellent numeracy skills</li> </ul>	<p>Essential 1 Essential 2</p>	<p>Application Form/Interview/Interview Enhancement Application Form/Interview</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Thorough understanding of double entry bookkeeping</li> <li>• Management &amp; Financial Accounts preparation</li> <li>• Working as part of a Finance Team, with experience of Nominal, Sales and Purchase Ledgers</li> <li>• Microsoft Office Products – Word &amp; Excel</li> <li>• Knowledge of computerised accounting packages</li> <li>• Housing Association finance</li> </ul>	<p>Essential 3 Essential 4 Essential 5  Essential 6 Desirable 1 Desirable 2</p>	<p>Application Form/Interview Application Form/Interview Application Form/Interview  Application form/Interview Application form/Interview Application form/Interview</p>
<p><b>Education/Qualifications</b></p> <ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• AAT or similar qualification</li> </ul>	<p>Essential 7 Essential 8</p>	<p>Application Form Application Form</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Current valid driving licence &amp; access to a car for business purpose</li> </ul>	<p>Desirable 3</p>	<p>Application Form</p>
<p><b>Valued Behaviours</b></p> <ul style="list-style-type: none"> <li>• See separate document attached</li> </ul>	<p>Essential 9</p>	<p>Interview</p>

# Valued Behaviours

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## **Business Focus –**

- Ensuring we achieve VFM, efficiencies and source opportunities in our day to day activities
- Optimise the efficiency of your part of Impact's business within the social objectives of the wider organisation

## **Courageous -**

- Be passionate, optimistic and resilient in a fast changing environment
- Be proactive in driving change
- Have the confidence to assess and make decisions. Take calculated risks that will have a positive outcome for the business

## **Communication –**

- Have good listening, communication and people skills to enable you to interact, liaise, and negotiate effectively with teams across the organisation, internal and external partners. Sharing information widely (up, down and across)
- Listen to the opinions of others, and be clear and persuasive in communicating your own, appropriate to the organisational needs.
- Celebrate success

## **Develop your potential –**

- Have a focussed attitude, explore solutions to problems prior to escalating them
- Have a desire to keep learning whilst sharing knowledge and skills with colleagues. Seek out best practice internally and externally
- Actively develop yourself and support and enable others in their own development

## **Customer Focussed –**

- Have an adaptable style according to the needs of your customers and recognising customer service is vital to Impact's continued success - in line with the Customer is Key

# Valued Behaviours

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## **Accountability –**

- Be self-aware, acknowledging and assuming responsibility for individual actions
- Do what you commit to do within a timely manner and with a sense of urgency
- Hold others and yourself to account in a positive but challenging manner

## **Integrity –**

- Be able to cope with difficult situations and handle them well, conduct yourself with the utmost integrity and transparency
- Live the organisation's values and be a role model to others
- Be authentic in all dealings internally and externally

## **Collaborative –**

- Make a positive contribution to team culture with the ability to inspire and enable others.
- Develop the organisation's common purpose by effectively working with teams and partners.

## **Equality and Diversity -**

- Value people from all sections of the community and have an equitable approach to the rights and responsibilities of everyone.
- Recognise and respect the needs of everyone ensuring that no resident, customer or member of staff is discriminated against or receives less favourable treatment
- Maintain a proactive approach to diversity and communicate in a way that staff, contractors, volunteers and clients are fully aware of our commitments.

February 2017