

PROVIDENCE ROW HOUSING ASSOCIATION

JOB DESCRIPTION

POST: **ASSISTANT FINANCE OFFICER - PURCHASE LEDGER**

RESPONSIBLE TO: Systems Accountant

LIAISON WITH: Senior Staff Team (SMT), Housing Management Team, Property Services Team, Departmental Managers, Project managers.

PRINCIPAL AIMS:

- 1 To maintain accurate Purchase Ledger including all verification, reconciliations, payments, postings and scanning and filing.
- 2 To maintain accurate Sales Ledger.

KEY TASKS:

- 1 To record the incoming invoices in purchase day book and send to the budget holders for authorisation.
- 2 To receive authorised invoices from budget holders and check coding and authorisation limit before processing the invoices for payment.
- 3 To ensure that that all the internal controls have been complied with before processing invoices for payments.
- 4 To maintain a list of authorised signatories and ensure all authorisations are legitimate.
- 5 To maintain the list of authorised suppliers and contractors and update it regularly.
- 6 To arrange payment of suppliers by computer cheque/bacs. Ensure that cheques are signed and bacs authorised for payments to the suppliers.
- 7 To ensure that suppliers are paid in accordance with agreed terms.
- 8 To check invoices to suppliers statements and prepare monthly purchase ledger reconciliations.

- 9 To deal with all the account queries from the suppliers.
- 10 To ensure that all the invoices are scanned and filed properly.
- 11 Issue and record sales invoices and maintain the manual spreadsheet for total for sales ledger.
- 12 To operate all necessary equipment and new technology as required.
- 13 To participate in the appraisal system.
- 14 To participate in team meetings.
- 15 To participate in training as and when required.
- 16 To provide any other financial information, as requested, and respond to any other financial queries.
- 17 To provide cover for other Finance staff during period of absence or excess workload.
- 18 To undertake any other duties which reasonably fall within the scope of the post and delegated by the line manager.
- 19 To deal with incoming and outgoing post and daily visits to the post office.

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PERSON SPECIFICATION

POST: ASSISTANT FINANCE OFFICER - PURCHASE LEDGER

EDUCATION

1. Accounting and finance qualification or working towards such as AAT/CIMA. **E**

EXPERIENCE

2. Previous experience in practical accountancy work including purchase ledger, sales ledger, invoice processing, petty cash handling and bank reconciliation. **E**

SKILLS/ABILITIES

3. Computer literate with working knowledge of an accountancy software packages. **E**
4. Experience of Omni Ledger accountancy package. **D**
5. Working knowledge of Microsoft Spreadsheets and Word packages. **E**
6. Able to produce basic management reports and analyses. **E**

KNOWLEDGE/UNDERSTANDING

7. Good all round practical knowledge of accountancy and finance functions in housing association. **E**
8. To demonstrate an understanding of, and commitment to, equal opportunities/health and safety in all aspects of the Association's work. **E**
9. To be able to demonstrate an awareness of some of the problems faced by homeless people. **D**

PERSONAL QUALITIES

10. Staff must abide by the Code of Conduct and agree to follow the PRHA values: Empowerment, Compassion, Respect, Inclusion and Justice. **E**

KEY - E = ESSENTIAL D = DESIRABLE