



## North London Muslim Housing Association

### Job Description & Person Specification

<b>Post:</b>	<b>Finance Officer</b>
<b>Department:</b>	<b>Finance</b>
<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Number of staff reporting:</b>	<b>None</b>

#### **Overall Responsibilities of Post:**

The Finance Officer will play a crucial role in managing the financial operations of the housing association. This position involves maintaining financial records, preparing financial reports, and ensuring compliance with financial regulations. The Finance Officer will support the Finance Manager in budgeting, forecasting, and financial planning to ensure the financial health and sustainability of the organisation. They will work collaboratively with other colleagues.

#### **Key Achievement Areas:**

#### **Key Responsibilities:**

##### **1. Accounting**

- Process invoices across a number of IT systems depending on the business stream, including, but not limited to; the handling of physical invoices, the email inbox, scanning and distribution.
- Process invoices, payments, and receipts accurately and query as required.
- Ensure correct authorisation is received for all invoices before processing.
- Work within the NLM Financial standing order policy.
- Work collaboratively with key stakeholders and partners. Deal with detailed queries from colleagues regarding payments in a timely manner.
- Maintain the necessary relevant Association records and systems. Ensure all transactions are correctly coded and reconciled. Provide payment reports as required to enable accurate reconciliation to bank accounts.
- Ensure H&S, regulatory & governance compliance for areas under the job holder's control, e.g. monitor and maintain accurate records to comply with HMRC and regulatory requirements.
- Manage risks associated with areas under the jobholder's control. Ensure all invoices/payment requests meet internal auditors' requirements, e.g. correct authorised signatories.
- Filing and archiving of payment runs

- Maintain accurate and up-to-date financial records.
- Prepare monthly, quarterly, and annual financial accounts and reports.
- Assist in the preparation of budgets and financial forecasts.
- Monitor and manage cash flow, ensuring sufficient funds are available for operational needs.
- Reconcile bank statements and resolve discrepancies.
- Assist with the preparation of audited accounts and liaise with external auditors.
- Provide financial analysis and support to other departments as needed.
- Contribute to the development and implementation of financial policies and procedures.

## **2. Rent Accounting**

- To input on to the rent ledger all rent receipts, including cash, Housing Benefit, Universal Credit, Adult Social Care, DWP 3rd party payments, card payments and Standing Orders. Ensure that payments are allocated to the correct resident and rent account.
- Charging rents as per schedule.
- Reconcile the rent account to the control account regularly.
- To input other rent or cash adjustments, HB overpayments, balance transfers and rent debit / void adjustments to correct any misallocations or errors.
- To run the weekly and monthly period end and rent debit and save all relevant reports before closing the week or month.
- To train new and existing members of staff on the effective use of the rent accounting system.
- Assist in the preparation and annual update of rents in the rent system.
- To assist in the annual external audit by preparing a proof of gross rents for the prior financial year and a post year-end receipts analysis to more accurately reflect the actual bad debt position at year-end.
- Prepare relevant Journals for Rent/Nominal ledger.

## **3. Other requirements**

- Contribute to the team's performance and customer service delivery whilst operating in line with NLM values.
- Provide cover for other staff and departments as and when required.
- To attend regular staff and departmental meetings.
- Work collaboratively with other departments to ensure the smooth and effective delivery of services to stakeholders.
- To comply with NLM's Code of Conduct, and all other policies and procedures.
- To undertake other duties requested by the Finance Manager or other senior team members.

(No job description can cover every issue, which may arise within the post. In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by their line manager. However, such duties would be broadly consistent with those listed in this document and reasonable in relation to the job holder's skills, abilities and status. Training will be providing as is necessary).

**PERSON SPECIFICATION**

<b>Job Title:</b>	<b>Finance Officer</b>
<b>Department:</b>	<b>Finance</b>
<b>Reporting to:</b>	<b>Finance Manager</b>
<b>Responsible for:</b>	<b>None</b>

<b>Key Qualifications, Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Working towards a recognised professional qualification in accounting or finance (e.g., AAT, ACCA, CIMA, or equivalent).		D
At least 5 GCSEs or equivalent	E	
<b>Experience</b>		
Proven experience in a finance-related role, ideally within a housing association or not-for-profit organisation.		D
Basic Bookkeeping Skills - ability to process invoices, make payments, handle petty cash, etc..		D
Experience in using financial systems and software (e.g., Sage, SDM, SUN accounts, or equivalent).		D
Experience in monitoring financial controls and ensuring compliance with policies and regulations.		D
<b>Skills and Abilities</b>		
Strong analytical and problem-solving skills with a high level of accuracy and attention to detail.		D
Strong organisational skills, with the ability to prioritise tasks and meet deadlines under pressure.		D
Proficient in Microsoft Office applications, particularly Excel.	E	
Excellent communication skills, both written and verbal, with the ability to present complex information clearly.		D
Good numerical and reconciliation skills.	E	
<b>Personal attributes</b>		
Relationships & Team Working - able to build and maintain effective working relationships with a range of people, work co-operatively	E	

<b>Key Qualifications, Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
with others and to be part of a team, as opposed to working competitively		
High level of integrity and professionalism with a commitment to confidentiality.	E	
A caring and sympathetic attitude showing cultural sensitivity and tactfulness when dealing with colleagues, tenants and members of the public.	E	
Able to attend meetings/events at evenings and weekends as when required		D
Proactive and self-motivated, with a commitment to continuous improvement.		D
Commitment to equality, diversity, and inclusion.	E	

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Please visit our website for an application pack and further information about the role:  
<http://www.nlmha.com/job-opportunity/>