



**North London Muslim Housing Association**

**Job Description & Person Specification**

<b>Post:</b>	<b>Trainee 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:**

**You will be trained to:**

1. Deal with entry-level housing finance tasks, IT, and general office administration.
2. Implement the association's policies and procedures in line with its Equal, Diversity and Inclusion policy.
3. Work towards qualifying for an accounting-related qualification.

**Key Achievement Areas:**

**Key responsibilities:**

1. **Finance Training - You will be an integral part of the finance team and be trained to gain experience in the following areas:**
  - Maintain financial records, including checking and posting invoices daily, creating payment runs, and completing monthly payroll and year-end processes.
  - Contribute to producing monthly and quarterly financial reports for management, board, and strategic information.
  - Process rent payments and audit rent accounting receipts.
  - Check claims and process payments of all expenses.
  - Assist in reconciling bank accounts.
  - Maintain a petty cash book.

- Use appropriate housing, accounting, and document management systems software.
- Provide an office-based responsive service to telephone and personal callers in relation to finance matters.
- Deal with service charges for tenants and leaseholders and prepare basic accounts.
- Analyse accounting data and assist in preparing meaningful financial information for senior staff.
- Deal with internal and external audit inquiries and answer queries.
- Contribute to the day-to-day running of the finance department.

## **2. Other Responsibilities**

- Assist other staff by providing administrative support, including filing, binding, photocopying, and delivering post when required.
- Maintain a paper-based and electronic filing system.
- Respond to client's comments and complaints in accordance with the association's policies and procedures.
- Treat client information sensitively and confidentially.
- Procure low-level assets for the association.
- Ensure the confidentiality of all personal data as specified by Data Protection legislation.
- Provide support in general office duties, including fire and health and safety.
- Promote and adhere to the association's policies and procedures.
- Perform any other relevant duties that may be required by the Senior Finance Staff.
- To undertake other duties considered reasonable within the scope and purpose of the post as directed by the Finance Manager/Resources Director.

(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>Trainee 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>		
Registered for AAT or ACCA qualification.		D
Must have a minimum of five GCSEs at Grades 9-4 (A-C) or equivalent.	E	
<b>Skills and Abilities</b>		
Ability to use IT in support of the position, experience of using standard MS Office packages, particularly Excel.	E	
Strong organisational skills, with the ability to prioritise tasks and meet deadlines under pressure.		D
Excellent communication skills, both written and verbal, with the ability to present complex information clearly.		D
Strong analytical and problem-solving skills with a high level of accuracy and attention to detail.		D
Good numerical and reconciliation skills		D
<b>Personal attributes</b>		
Relationships & Team Working - able to build and maintain effective working relationships with a range of people, work co-operatively with others and to be part of a team, as opposed to working competitively.		D
High level of integrity and professionalism with a commitment to confidentiality.		D
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

<b>Key Qualifications, Skills and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Proactive and self-motivated, with a commitment to continuous improvement.	E	
Commitment to equality, diversity, and inclusion.	E	

Address: 15b-15c Urban Hive, Theydon Road Clapton E5 9BQ

Telephone number: 0208 815 4200

Email: [recruitment@nlmha.com](mailto:recruitment@nlmha.com)

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