

Finance Assistant - Job Description & Person Specification

Job Title: Finance Assistant

Reports To: Finance Manager

Salary & Grade: £28,560 per annum | Salary Band 5

Hours: 37 hours per week

Location: Tuntum Housing Association Head Office, 90 Beech Avenue, New Basford, Nottingham, NG7 7LW

Purpose of the Role

To support the efficient financial operations of the organisation, particularly in the areas of income processing, rent accounting, and purchase ledger. The postholder will also provide cover for the Finance Officer and work closely with the Property Services Team Leader to monitor committed repair orders.

Duties & Responsibilities

1. Operational Responsibility

- Ensure compliance with financial policies and procedures
- Collaborate with managers across the business to improve financial processes and controls
- Contribute to the continuous improvement of finance procedures

2. Purchase Ledger

- Process and input invoices with correct coding and authorisation
- Prepare BACS and cheque payments, and remittance advices when covering for the Finance Officer
- File invoices and respond to supplier queries
- Verify accuracy of payment claims and all outgoing payments

3. Sales Ledger

- Process sales invoices and credit notes accurately
- Maintain the sales ledger and chase outstanding debts
- Respond to customer invoice queries
- Complete monthly sales ledger reconciliations

4. Rent Accounting

- Post daily rent income from the Allpay portal

- In the absence of the Finance Officer, update rent receipts within 24 hours of receipt
- Support the resolution of rent queries and maintain accurate records

5. Banking & Cashbook

- Prepare and manage weekly banking for the organisation
- Manage petty cash using the Imprest system and maintain related documentation
- Reconcile all bank accounts in accordance with financial regulations

6. Nominal Ledger & Financial Reporting

- Assist in preparing and posting journals and petty cash entries to the nominal ledger
- Support production of monthly and ad hoc financial reports
- Reconcile nominal ledger balances as required

7. Repairs and Maintenance Monitoring

- Produce and review outstanding committed repair orders with the Property Services Team Leader
- Generate bi-weekly repair and maintenance reports in the required format

8. General Duties

- Always Uphold the Association's Financial Regulations
- Carry out general administrative duties and ad-hoc tasks as directed by the Finance Manager or Director of Resources and Risk
- Create and manage Excel spreadsheets as needed
- Identify and help mitigate financial risks, supporting the management of the departmental risk register

Person Specification

Requirements	Essential
Education	AAT qualified or part-qualified
Knowledge	Knowledge of both purchase and sales ledgers

	Understanding of administrative processes
Experience required	<p>Experience in cash handling</p> <p>At least two years' experience in an accounting or finance environment</p> <p>Experience managing a purchase ledger</p> <p>High-speed, accurate data input</p> <p>Understanding of bank reconciliations</p> <p>Familiarity with computerised accounting systems and spreadsheets</p>
Skills and aptitudes required	<p>Ability to organise and prioritise workload</p> <p>Good literacy and numeracy</p> <p>Proficient in Microsoft Excel and general data handling</p> <p>Effective verbal and written communication skills</p> <p>Confident interacting with colleagues, external partners, banks, and suppliers</p> <p>Team player with a proactive attitude</p> <p>Ability to work under pressure and to deadlines</p> <p>Commitment to equality, diversity, and inclusion</p>

Approved by:	Jane Rocco – Finance Manager
Date approved:	05/08/2025