

JOB DESCRIPTION

JOB TITLE: Senior Finance Officer	REPORTS TO: Finance Manager and Director of Finance
DEPARTMENT: Finance Department	RATE OF PAY: £32,234 to £35,745 per annum
DATE: May 2021	REVIEW DATE: May 2022
ROLE PURPOSE: To contribute to the efficient and effective delivery of financial and management accounting services within the Association and related companies, and to assist the Finance Managers and Director of Finance in the continued development of the group through the provision of effective financial accounting systems and procedures.	

Key Area	Key Activities
<u>General Duties</u>	<ul style="list-style-type: none"> • To assist in the preparation of financial projections, budgets, cashflows, management and financial accounts and other ad hoc projects. • To supervise a team of finance staff to ensure sound systems and procedures are in operation and are regularly reviewed and updated if necessary. • To assist with the delivery and communication of financial policies, procedures and financial information to other departments and outreach scheme staff. • To assist in the development of the finance function in accordance with the Association's policies and procedures and assume responsibility for the management of various financial functions.
<u>Financial Management</u>	<ul style="list-style-type: none"> • Assist with the preparation of annual revenue and capital budget models, analysis and reports for Senior Management Team and Budget holders. • Assist with monitoring financial progress against targets and provide timely reports to the Director of Finance. • Assist with the development and monitoring of internal cost centre accounting, and prepare analysis of variances between budgets and actual results. • Assist with the preparation of monthly/quarterly management accounts and associated reports to Director of Finance. • Assist with the preparation of financial projections and cash flow forecasts for multi currency companies periodically and report to the Director of Finance. • Assist with the monitoring of capital development programmes against budgets and assist with ensuring adequate financial resources are available as and when required. • Assist with the development and maintenance of the annual treasury plan and monitoring. • Assist with the preparation and maintenance of the Associations loan schedules and periodic reporting to the Director of Finance. • Assist with the timely and efficient preparation of documentation and reports necessary to charge the Associations assets as security for borrowings. • Liaise with solicitors and valuers in respect of all aspects of asset security charging. • Assist with the maintenance of asset security documentation in preparation for security taking. • Assist with ensuring that analysis and processing of all income into the Association and related companies and posting of such to accounts.

	<ul style="list-style-type: none"> • Assist with ensuring that all systems of payment to Creditors and Suppliers are up-to-date and efficiently managed and maintained. • Assist with the supervision of group payrolls and pension schemes ensuring all appropriate deductions are made together with submitting the year-end returns to Government Departments both in NI and ROI as necessary. • Assist with the monitoring of financial systems in the Association's specialist housing schemes. • Assist with ensuring that an efficient operation of computerised financial systems – Purchase Ledger, Debtors Ledger, Fixed Asset ledger, Nominal Ledger, Maintenance and Rental Interfaces is maintained. • Organise and maintain the Associations Component Accounting systems and ensure timely reporting of periodic balances and reports. • Assist with internal financial audits where appropriate. • Assist in preparing and submitting all internal and external monitoring returns to the relevant body or agencies. • Maintain a Fixed Asset Register for all assets under the ownership or control of the Association. • Assist in the delivery of the Associations efficiency reviews and reports as and when required. • Manage preparation of any relevant VAT returns on behalf of any companies within the group. • Assist in the group's procurement and tendering requirements as and when required. • Assist in the day to day running of the finance function as and when required. • Prepare calculations of the actual cost of the Association's services and assist in calculating rental and other annual charges to tenants and maintaining control accounts. • Undertake ad hoc assignments when so directed by the Director of Finance or other senior managers.
<p><u>Financial Policy and Planning</u></p>	<ul style="list-style-type: none"> • Assist in developing and reviewing all financial policies and procedures ensuring they comply with current best practice and legislative requirements. • Contribute to the strategic planning of the Association through the Corporate and Business Planning process and assist in their implementation. • Assist in ensuring that all tasks and performance measures are implemented and maintained with targets to fulfil our Corporate and Business plan objectives. • Assist in ensuring that all financial policies and procedures are implemented and communicated to all staff and management. • Assist in ensuring that all internal control measures are implemented and communicated to all appropriate staff. • Assist in the Risk Management process within the department and in the promotion of Risk Management throughout the Association.
<p><u>General Management</u></p>	<ul style="list-style-type: none"> • To work in close liaison with the Director of Finance, Finance Managers and other senior staff to ensure the effective and efficient daily operation of the department and the Association. • Supervise and direct staff in line with the strategic aims and corporate culture of the association. • Review the performance of line managed staff on an on-going basis and provide guidance and support where required. • Undertake individual annual reviews of line managed staff and provide guidance on personal development requirements as part of the Association's performance appraisal system. • Maintain staff relationships and morale among reporting staff. • Delegate appropriate responsibility and authority to reporting staff, consistent with their level and role, while retaining overall responsibility and accountability for results. • Participate, as required, in the selection and appointment of staff, in accordance with the procedures laid down and approved by the Association. • Take such action as may be necessary in disciplinary matters in accordance with the procedures laid down and approved by the Association. • Ensure Health & Safety regulations are adhered to and reporting staff are fully conversant with the regulations.

	<ul style="list-style-type: none"> • Ensure and maintain confidentiality in all matters relating to the work of the department and the Association. • Undertake any other duties that may be deemed necessary by the Chief Executive or any of his representatives.
<u>Line Manager Responsibilities</u>	<ul style="list-style-type: none"> • Finance Officer (1) & Finance Assistants (2)
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work • No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.