JOB DESCRIPTION

Job Title:	Rent and Income Finance Officer
Service / Department:	Finance
Reports To:	Finance Operations Manager
Responsible For:	n/a
DBS Check:	Standard

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

To support all financial activities undertaken by the Finance department ensuring that a comprehensive service is provided to both internal and external customers.

Main Duties and Responsibilities:

- Prepare and maintain the annual sundry debtor invoicing schedule, ensuring invoices are raised accurately and issued promptly.
- Monitor and reconcile sundry debtor accounts, investigating discrepancies and actively chasing outstanding payments.
- Prepare and post journals to the finance system, ensuring transactions are recorded accurately and in a timely manner.
- Process rental ledger transactions from source documentation and accurately input data into the Housing Management System (Rubixx).
- Run weekly and monthly rent debits in Rubixx and produce associated reports for upload into the finance system.
- Process resident and Housing Benefit refunds in accordance with approved procedures.
- Manage petty cash for services, ensuring receipts are reviewed and journals posted accurately.
- Administer the company credit card process, including reviewing submissions, posting journals and issuing reminders for outstanding claims.
- Carry out balance sheet reconciliations relating to rents, service charges and sundry debtors, investigating and resolving reconciling items.
- Assist with the annual rent setting and service charge setting processes.
- Ensure financial procedures, controls and policies are adhered to at all times.

- Provide high-quality support to internal and external customers, contributing to the efficient operation of the Finance Department.

- Support year-end accounting activities and assist with internal and external audit requirements, ensuring information and documentation are provided accurately and within agreed deadlines.

- Undertake any other duties commensurate with the responsibilities and grade of the role.

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.

- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.

- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Qualifications and Memberships:

The following membership / qualifications or equivalent level experience would be beneficial in this role:

- GCSE level qualifications or equivalent, including maths and English grade A-C or 9 to 4.
- AAT qualified or similar (desirable) or working towards an accounting qualification

Aptitudes and Abilities:

- Proactive and self-motivated with a can do attitude
- Confident and capable communicator with the ability to inspire, engage and challenge
- Ability to use a computer e.g. Microsoft packages including 365, with advanced Excel skills (lookups, pivot tables, reconciliation)
- Demonstrates ability to learn and successfully navigate software packages used by Salvation Army Homes
- Excellent attention to detail working accurately even when under pressure
- Understands what good customer service looks like
- Highly organised and methodical

Experience and Interests:

- Conversant with financial systems and control
- Previous experience in a professional financial environment
- Knowledge of financial procedures in social housing
- Comfortable analysing financial and non-financial data

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	**Servant Leadership** — we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	**Passion** — we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	**Inclusion** — this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	**Respect** —we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	**Empowerment** — we have trust	Have we given the right context to our message? Has our communication been story-driven?