JOB DESCRIPTION

Job Title:	Assistant Financial Accountant
Service / Department:	Finance
Reports To:	Financial Accountant
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 provide effective management accounting and treasury support to the organisation by ensuring the accurate recording, reconciliation and reporting of financial transactions, maintaining strong financial controls, supporting regulatory and lender reporting requirements, and delivering high-quality financial information to internal and external stakeholders.

Main Duties and Responsibilities:

- Ensure the daily download of bank statements and accurate posting of all bank transactions and journals.
- Investigate unreconciled or unrecognised transactions, liaising with banks and internal or external stakeholders as required.
- Monitor daily cash positions and arrange transfers between bank accounts as necessary to maintain liquidity.
- Update daily and monthly cash flow forecasts with actual figures, including forecasts for interest payable and receivable.
- Report on the organisation's debt position, including loan balances, capital repayments and interest payments on a monthly and quarterly basis.
- Maintain and update bank mandates, authorised signatory records and corporate credit card records, ensuring accuracy and compliance.
- Administer supported schemes' revenue grant receipts and expenditure allocations.
- Complete balance sheet reconciliations on a timely basis and investigate any outstanding reconciling items.
- Produce monthly management accounts and capital expenditure reports for Kingsdown Property (KOP).
- Support the Financial Accountant in maintaining the Fixed Asset Register, ensuring asset records are accurate, complete and up to date.

- Support regulatory reporting requirements, including NROSH Quarterly Survey returns and the annual SDR return.

- Manage VAT reconciliations and support the preparation and submission of VAT returns, liaising with auditors and advisors as required.
- Support the preparation of annual compliance reporting for lenders and other funding providers.

- Provide administrative support for short-term investment activities, ensuring appropriate documentation and compliance with Treasury Management policies.

- Complete year-end accounting activities and responsibilities as required.

- Ensure financial procedures, controls and policies are adhered to in line with organisational requirements.

- Support all financial activities undertaken by the Finance Department, providing a high-quality service to internal and external stakeholders.

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

Related Activities:

- Have a good understanding of the work of Salvation Army Homes and an empathy with its mission
- Provide an excellent level of customer care both within Salvation Army Homes and for residents, the general public and external bodies
- 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 willing to work towards an accounting qualification (ACCA, CIMA)

Aptitudes and Abilities:

- Proactive and self-motivated with a can-do attitude
- Confident and capable communicator with the ability to inspire, engage and challenge
- Computer literate and intermediate level Excel and competent user of MS Office 365 software including SharePoint, Teams, Word, PowerPoint.
- Demonstrates ability to learn and successfully navigate software packages used by Salvation Army Homes
- Excellent attention to detail working accurately even when under pressure
- Highly organised and methodical
- Understands what good customer service looks like
- Strong verbal and written communication skills

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?