



JOB DESCRIPTION

Job Title: Finance Assistant

Job Summary:

To assist the Finance Officer with the day-to-day administration of Norton Housing and Support income and expenditure, keeping accurate records, utilising accounting software and producing reports as necessary.

Hours of Work: 20 per week

Leave: 25 Days and 8 statutory Bank Holidays (pro rata)
Rising to 27 plus 8 statutory Bank Holidays pro rata, after five years of service.
Rising to 29 plus 8 statutory Bank Holidays pro rata, after ten years of service.

Responsible for: N/A

Responsible to: Finance Officer

Main Duties:-

1. Main (Finance) Duties

- 1.1 To administer and maintain the Quickbooks Accounts system, including:
 - Processing all incoming invoices, keeping accurate records of outgoings.
 - Producing invoices, keeping accurate records of income.
- 1.2 To maintain records of arrears, loans and payments for holidays or other ad-hoc activities.

- 1.3 To administer and maintain the petty cash system
- 1.4 To receive and check staff travel sheets and issue travel expenses.
- 1.5 To receive and ensure accuracy of timesheets.
- 1.6 To assist in budget preparations and issue regular budget reports to Support Workers and the Chief Executive on a monthly basis.
- 1.7 To assist with maintaining a Housing Benefit checking and query system, liaising with the Housing Benefit department as appropriate.
- 1.8 To procure insurance quotes annually and process claims.
- 1.9 To carry out administration in connection with the Personal Assistant Service including managing accounts, liaising with external account managers, administering and maintaining records of floats, producing invoices and receipts.
- 1.10 To record meter readings across properties and liaise with Support Workers and energy providers to ensure accuracy of bills. To assist with obtaining energy quotes as needed,

2. General / Other Duties

- 2.1 To support other members of the Admin Team as required
- 2.2 To attend Team Meetings when required.
- 2.3 To provide documentation / correspondence through utilisation of word processing, copy typing and email.
- 2.4 To adhere to the policies and procedures in place within Norton Housing and Support.
- 2.5 To comply with the requirements of the Health and Safety at Work Act 1974
- 2.6 To undertake any other duties as reasonably required by the Finance Officer.

May 2018