

## Role Description



<b>Job Title</b>	Finance Officer
<b>Service</b>	Business Support
<b>Responsible to</b>	Finance Manager
<b>Reporting Roles</b>	Not applicable
<b>Purpose</b>	To support the delivery of our finance function
<b>Base</b>	The role will be based at our head office in Martlesham Heath, Suffolk
<b>Starting salary</b>	£22,854
<b>Working Hours</b>	Fulltime

### Job Overview

We are looking for a good administrator with excellent attention to detail and a commitment to learning our financial processes. You should have good all-round office, IT and administrative skills and the ability to switch quickly and efficiently from task to task.

### Responsibilities and Duties

You would be expected to undertake financial duties that may include:

- Processing housing income and expenditure and assisting our housing teams with account queries
- Credit control including preparing weekly debtor reports for our housing teams
- Facilitating rental payments to landlords and changes of tenancy administration
- Prepare expense and salary payments run and ad hoc payments as necessary
- General sales and purchase ledger postings in Sage Accounts
- Support colleagues with general administration duties during busy periods
- Monitoring our finance mailbox
- Monitoring utility bills for ACT properties and liaising with providers where required
- Raising sales invoices and facilitating grant income.

Much of the above will involve the use of Sage 200 Accounts Software.

### Skills, qualifications, knowledge and understanding required

We work in an ever changing environment and every day brings a different experience to our team. You would be working in an open plan office environment as part of our wider Business Support Team.

We are looking for someone with:

- Good administrative skills
- Excellent attention to detail
- Ability to work to deadlines
- Knowledge of Microsoft Outlook, word and excel
- Knowledge of Sage Accounts software (preferable but not essential)
- An understanding of double entry book keeping (beneficial but not essential)