



RENT & SERVICE CHARGE ACCOUNTANT

JOB PROFILE

Salary :	Band 6
Reporting to:	Finance Manager - Customers & Suppliers
Numbers of Staff Report to Postholder:	up to 2
Purpose	
<p>To deliver Southway's core accounting operations including:</p> <ul style="list-style-type: none"> • overseeing rental transaction processing and related accounting arrangements; • production and evaluation of accounting, budgetary and financial performance information; • management of service charge arrangements and providing assistance to budget holders; • overseeing the accountancy for and the monitoring of client funds. 	

Responsibilities
<u>Rental Transactions</u>
<ol style="list-style-type: none"> 1. Manage staff reports to deliver comprehensive rental processing and related accounting arrangements: <ul style="list-style-type: none"> - efficient posting of all rental receipts to Open Housing, checking that entries match banking, collection agent and benefit authority records, and resolving discrepancies; - posting adjustments to rent accounts, including write offs and benefit revisions; - administer collection agent cards, and rental parameters in Open Housing; - interface transactions from Open Housing to the general ledger; - preparing cash book journals and other ledger entries to reflect the above; - reconcile the rent receipts bank account to the bank statement; - enter journals to provide for bad debts. 2. Carry out the reconciliation of general ledger control accounts to rent arrears balances. 3. Oversee stock records, including the reconciliation of movements in the rent roll, procedures to remove properties from the rent debit, and insurance rebuild valuation information.

Service Charges and Budget Holders

4. Assist in the preparation of the annual budget, ensuring scheme service charge elements and calculations comply with legislation and regulation, facilitate budget planning meetings, and support the assessment of VFM measures to deliver cost effective service charges.
5. Support the production of the monthly management accounts and financial performance information for service charges and the Commercial and Homeownership Team.
6. Distribute reports detailing expenditure against budget, liaise with budget holders to help interpret results and accurately monitor forecast outturns.
7. Prepare cost apportionment calculations, assist in the preparation of service charge statements and year end reconciliations, including leasehold sinking funds.
8. Monitor and improve the service chargeable communal electricity and gas model.
9. Support the business in Section 20 consultation processes and procedures.

Other Accountancy

10. Undertake the day-to-day administration of the accounting software, including the maintenance and amendment of the coding system for rents and service charges, and at handover of new builds from development ensure charge codes are set up in Open Housing with correct mapping.
11. Ensure quarterly compliance with our RHI accreditation and monitor income receipts.

General Aspects

12. Contribute to Voyagers projects to identify, implement and embed more efficient operating processes within the Finance Team.
13. Ensure that all staff reporting to the post are trained, appropriately managed and developed in line with the 'How we work' performance management scheme. To meet six weekly with staff reports to monitor the achievement of individual targets. Undertake an annual appraisal and personnel development meeting with staff.
14. Undertake any other duties laid down from time to time consistent with the grading of the post.

General

1. To comply with, and positively contribute towards Southway's vision, objectives, policies and corporate standards including Health and Safety Policy, Safeguarding Children, Equality and Diversity Strategy, Customer Excellence Everyone Matters, and Standing Orders and Financial Regulation.
2. To take a flexible approach to delivery services, and be willing to undertake any duties corresponding to the general level of responsibility of the post, within skills specification and to meet the business need.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

1. Professional accountant, part qualified CCAB, or Association of Accounting Technicians.
2. At least 4 years experience in a general finance operation, with knowledge of social housing rent regulations and service charge administration.
3. A track record of effective staff management and supervision. Ability to motivate, direct and develop staff to achieve objectives.
4. Advanced accounts and general ledger skills, able to undertake routine and more complex accountancy work with the minimum of supervision.
5. Experience of preparing budgets, management accounts, statutory accounts, cash flows and applying correct VAT treatment.
6. Good verbal communication skills, able to manage relations with internal customers effectively.
7. Strong excel skills, with a knowledge of a range of functions and their application.
8. Able to plan and organise work, make improvements in own service area and manage competing pressures to ensure deadlines are met.
9. Willing to take responsibility for own training and self-development and supporting the training plans of supervised staff.

Employee Signature:

Date:

Line Manager Signature:

Date:

Band Characteristic

BAND 6

Post holders in this Band will typically manage an operational team (or small section with a discrete output) or be senior professionals, lead experts in their field, managing other professionals. They are likely to possess honed skills, knowledge and experience, and be expected to advise more senior colleagues within Southway or externally. They may be members of the Senior Management Team.

Post holders are likely to be the main first point of contact for colleagues from other areas requiring information on their particular areas of expertise.

Post holders may also be expected to contribute towards the development of policies and strategies and would normally provide information and advice rather than seek guidance and information from others.

Post holders will usually have responsibility for delivering against specific targets.

Whilst reporting to more senior colleagues, post holders will have considerable latitude in deciding how to conduct their own work area in order to achieve objectives.