



Job Description

Job Title	Finance Officer
Department	CAIS Business Services
Base Location	CAIS Head Office, Llandudno
Hours of Working	37.5 hrs per week
Salary	£20,592 FTE

Accountable To	Director of Finance & Corporate Services
Reports To	Chief Accountant
Line Management Responsibility	

Job Purpose: To process transactions within a variety of areas within the finance department, in support of the production of monthly management accounts.

To provide credit control duties, to ensure the timely collection of monies due.

Main Duties and Responsibilities:

- **To undertake the finances relating to the Supported Accommodation units:**
 - To calculate and prepare weekly rent charges for clients
 - To update monthly client contribution statements
 - To monitor expenditure against weekly income received
 - To liaise with Housing Benefit Offices to resolve payment queries
 - To alert CAIS Tenancy Support Officers to any relevant financial issues
 - To prepare monthly summary of information for Management
- **To undertake the processing of transactions within the Ledgers**
 - To prepare sales invoices and financial claims in accordance with contractual requirements and to undertake credit control duties, to ensure cash is collected in a timely manner
 - To accurately process purchase ledger invoices and expenses
 - To accurately process the daily transactions within the various bank accounts
 - To undertake any other duties within the Finance Department, as and when required

General:

- Attend CAIS staff meetings as directed
- Assist the Chief Accountant with any ad-hoc tasks which may arise

Professional:

- To participate in the CAIS continuous learning, development and appraisal process
- To maintain professional accreditation as appropriate to role
- To attend training provided, organised or arranged by CAIS
- To operate within and observe CAIS policies and procedures as amended and updated

This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.

Person Specification for Finance Officer

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
Qualifications:	GCSE or 'O' Level standard	AAT Qualification Rent Smart Wales	
Experience:	Experience of working in a busy Finance Department, assisting with the processing of sales ledger transactions Using online portals to process claims and maintain information	ESF Funding: experience of preparing financial claims	
Skills:	Use of Microsoft Office Tools, namely Excel / Word	Use of Sage Line 50 Use of Netsuite Oracle	
Knowledge:	Sound knowledge of systems and processes within a financial environment	Up to date knowledge of weekly housing benefit entitlements within a Supported Housing scheme	
Personal Qualities:	Good communication and interpersonal skills		
Other Relevant Requirements:		Car driver and owner	

Prepared By: ...Sandy Ackers..... Date: 09/09/20

Reviewed By: Date:

Agreed By: **Date:**