

Job Description

Finance Administrator

Salary grade: 2D, £20,224 - £21,629

Hours: 37 hours per week

Department: Finance

Responsible to: Senior Finance Officer

1. MAIN AIMS OF THE POST

1.1 To assist the Senior Finance Officer in the provision of a flexible and effective finance service, for SYHA and its subsidiary's.

2. MAIN RESPONSIBILITIES

2.1 To work as part of a team providing financial services effectively and in accordance with the Association's policies and procedures.

2.2 To liaise and communicate effectively, both internally within the Association, and externally, in relation to the activities of the post.

2.3 To ensure that specific electronic and manual records are maintained in relation to the activities of the post, as directed.

2.4 Help and support other team members in providing financial services to the Association.

2.5 To input information onto financial software applications.

3. SPECIFIC DUTIES

- 3.1 To maintain specific accounting registers and records using manual and computer systems, including Accounting Software and the Housing Management System as directed.
- 3.2 To process expenditure, including processing supplier invoices using the purchase to pay system, and manually posting transactions to the finance system.
- 3.3 To maintain the Purchase ledger, including creating and maintaining supplier records, generating supplier payment runs, and supplier statement reconciliations
- 3.4 To process claims for employee expenses, mileage claims, and account for purchases made using staff expense (GPC) cards.
- 3.5 To maintain the Sales ledger, including generating Sales invoices and performing debt monitoring (chasing overdue accounts)
- 3.6 To post rental income and adjustments onto tenant's rent accounts, using the Housing Management system.
- 3.7 To prepare simple reconciliations as required.
- 3.8 To perform general administrative duties, such as filing, scanning and letter-printing.
- 3.9 To extract information from manual and computer records, as requested.
- 3.10 To prepare electronic journals for posting into the financial system.
- 3.11 To respond to internal and external inquiries relevant to the activities of the post.

4. MISCELLANEOUS

- 4.1 To participate in any training relevant to the post.
- 4.2 To work in accordance with the Association's Diversity Policy.
- 4.3 To attend supervision sessions and appraisal meetings as appropriate.
- 4.4 To work in accordance with the Association's Health and Safety Policy and associated procedures.
- 4.5 To undertake any other duties appropriate to the grade and purpose of the job which may be determined by an agreement with the post holder, management and appropriate trade union.

Person Specification

Finance Administrator

South
Yorkshire
Housing
Association

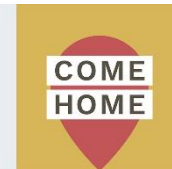


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Criteria	Essential
Professional Know-how & Qualifications	<ol style="list-style-type: none">1. A desire to work in, or experience of working within a finance role2. Understanding of basic accounting principles.3. Good spreadsheet skills and the ability to input data onto computer software systems accurately and efficiently.
Motivation	<ol style="list-style-type: none">4. The ability to organise and prioritise your own workload.5. The ability to demonstrate a flexible and enthusiastic approach to routine tasks, such as data entry, scanning and filing.6. The ability to proactively learn new skills7. The drive to take ownership and responsibility for the administration of a complete process.
Impact on Others	<ol style="list-style-type: none">8. The skills to communicate well with a wide range of people, both verbally and in writing.9. The ability to work within a team with minimal supervision.
Problem Solving	<ol style="list-style-type: none">10. The ability to make effective decisions.11. The ability to manage changing priorities and demands.12. Ability to gather and analyse data13. Ability to identify discrepancies, establish the root cause and suggest remedial action.
Values	<ol style="list-style-type: none">14. Demonstrate strong commitment to equality, equal opportunities, and the values of SYHA.
Work Related Circumstances	<ol style="list-style-type: none">15. Demonstrate a commitment to personal growth, and to undertaking any training and development required to perform effectively in the role.

Conditions of Service

South
Yorkshire
Housing
Association



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Job Title	Finance Administrator
Salary	Grade 2D, £20,224 - £21,629pa
Hours	37 hours per week
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 SYHA days at Christmas, Easter, Spring and August Bank Holiday (all pro rata). The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association's contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS from time to time in force. For more details please contact the HR Department
Unions	SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	This post does not attract essential car user allowance.
Car Parking	The post holder will not be issued with a permit
Job Share	The post is not open to job share.
Location	Head Office, Rockingham Street, Sheffield S1 4EB
No smoking	SYHA operates a no smoking policy within all our offices.