

## **Orkney Housing Association Limited Finance Assistant (Part Time) Job Description**

### **Statement:**

You will work in a way that shows genuine commitment to providing a great quality of service for all our customers. This will mean demonstrating, by word; action and measurement that the views and opinions of customers are taken into account in all aspects of service delivered by you, or by those whom you manage. You will also contribute actively to the Association's "one business" approach to working with colleagues in different parts of the organisation.

### **Objective of Post:**

- To ensure that the Association's accounting records are kept up to date and are accurate.
- To work as part of the finance team for the benefit of OHAL.

### **Reporting to:**

- Finance Manager

### **Responsibilities:**

- Maintaining the following:
  - ◇ General, Purchase and Sales Ledgers
  - ◇ Cash Book
  - ◇ Daily reconciliation of payments and banking
  - ◇ Petty cash
  - ◇ Rent accounts
  - ◇ Care and Repair financial records
- Preparing accounting reports and updating registers.
- Assisting with queries from other departments

### **Key Tasks:**

- Daily banking and posting rents (including benefits)
- Regular reconciliation of bank accounts, balances and rent reports
- Processing of accounting entries including posting of:
  - ◇ Invoices and credit notes
  - ◇ Rent transactions (in conjunction with Housing Services staff)
  - ◇ Journal entries
- Processing payments to creditors by the due date (subject to required authorisation)
- Monitoring and maintaining records of petty cash
- Raising invoices
- Assisting with testing of software upgrades where necessary
- Assisting with month end tasks

**Other Duties:**

Undertake relevant job related training as necessary  
Any other duties consistent with the post as required by the Finance Manager or Depute Chief Executive

**Authorities:**

Responsibility for procurement and other authorities in line with the Procurement Policy and Scheme of Delegations.

**Specific Conditions of Post:**

Compliance with the Data Protection Act (2018) & UK GDPR

**Working Conditions:**

Hours of work: Up to 20 hours per week; Mornings

Place of Work: Association's office