**PAISLEY HOUSING ASSOCIATION**

**Job Description**

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**Post: Accounts Assistant**

**Type:** Part Time 17.5 Hours per week (3.5 hours per day, Monday - Friday), Hybrid

**Grade:** EVH Grade 5

**Annual Salary:** £14,534-£16,162

**Responsible To:** Finance Manager

## Reviewed: November 2024

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**KEY JOB OUTPUTS**

The Accounts Assistant’s role is to support the finance team by performing a variety of accounting and administrative tasks, ensuring accurate financial records and efficient financial operations within the Association.

The role covers various areas: Book-keeping, Rent/Factoring Postings, Purchase Ledger, Banking, Sales Ledger, Petty Cash, & Nominal analysis.

Overall, the post is designed to assist in the smooth and efficient running of the Association’s system of bookkeeping and daily finance operations.

# POSITION IN ORGANISATION

The post-holder will be part of a small team of four staff, maintaining and developing the organisation’s financial function.

The Head of Finance and IT has overall control of the section. The Finance Manager has day to day line management of the finance section and as such the Accounts Assistant reports to the Finance Manager on a day-to-day basis.

This post services both the Association (Paisley HA) and its subsidiary (Paisley South Property Services).

The post does not carry any staff management responsibilities but requires close working with other Association staff.

**MAIN AIMS & RESPONSIBILITIES**

**Bookkeeping**

Support the finance team by undertaking the basic accounting/bookkeeping tasks, such as data entry and maintaining organised and up-to-date financial records including accurate records of financial transactions for purchases, sales, receipts, and payments.

Ensure financial data is accurate and complete:

* Regular daily update and maintenance of computerised cashbook.
* Regular update and maintenance of computerised nominal
* Processing of journal entries
* Basic Reconciliation of accounts

# Rent and Factoring Postings

# Undertake daily posting of rent and factoring payments, refunds, and adjustments onto the Housing Management System.

* The daily importing of rent and factoring payments onto the Housing Management System.
* The daily manual posting of adhoc payments, refunds, and adjustment onto the Housing Management System.
* The daily investigation and reconciliation of unidentified payments for onward processing liaising with the Housing Dept and third-party organisations as required.

**Purchase Ledger**

Manage the purchase ledger, ensuring that all supplier invoices are processed and paid on time.

* Downloading and coding of invoices.
* Provide cover for initial processing of invoice on to the finance system and the housing management system.
* Importing and checking accuracy of invoices (including checking of nominal codes) into the finance system.
* Processing of all Purchase Payments (including other adhoc payments) through the Computerised Finance System and the online banking system.
* Preparation of adhoc manual cheque run as required. Such as for the subsidiary.
* Monitor and reconcile supplier statements and assist in resolving any discrepancies

**Sales Ledger**

Manage the sundry sales ledger, ensuring that sales invoices are processed and payments accurately recorded.

* Ensure sales ledger invoices are raised timeously.
* Process payments received and match against invoices.

**Petty cash**

Manage the petty cash, ensuring expenses are accounted for correctly.

* Make petty cash disbursement, ensuring petty cash vouchers are properly supported and authorised.
* Maintenance and control of the petty cash float and records including weekly reconciliation.
* Code petty cash payments to the finance system in an efficient and effective manner.
* Prepare and enter journal.

**Nominal Analysis**

To assist with nominal accounts reconciliations and other relevant duties in the preparation of the Accounts for the Association and its subsidiary.

* Analysis of sales, purchase, and nominal ledger accounts as required.
* Assist with back up schedules for management and annual accounts.
* Preparation of files for input into the Housing Management System for Factoring Invoice preparation.

**Other Finance Duties**

* Handle administrative tasks related to finance, including filing financial documents & managing correspondence.
* Assist in the preparation of financial documents and preparing simple financial reports.
* Provide general support to the finance team with day-to-day financial operation, as needed.
* Contribute to the smooth running of the finance section
* Assist with audits and ensure compliance with financial regulations and internal policies and procedures.

**Other Duties**

* Meet/deliver standards and service laid down by the Board of Management
* Undertake training as necessary to comply with legislation and good practice including attendance at training, seminars etc as agreed with the Finance Manager.
* Adhere to the Data Protection Act 1998/ GDPR in dealing with all enquiries relating to tasks undertaken.
* Adhere to all relevant Policies and Procedures.
* Ensure a reasonable knowledge of staff related information such as the Staff Code of Conduct, Health & Safety Manual etc.
* Perform any other duties appropriate to the role of a Grade 5 Accounts Assistant.

**PERSONAL FACTORS**

Experience and knowledge of basic bookkeeping, computerised accounting systems and excel is essential to perform the role. Wider experience of finance is advantageous.

Signed -------------------------------------------- Accounts Assistant

Date -------------------------

Signed -------------------------------------------- Finance Manager

Date -------------------------