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| Melin Homes Limited |  |

Job Description

Finance Assistant

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| Responsible to:  | Director of Finance |
| Responsible for:  |  |
| Job Grade: | Assistant |
| Purpose:   |  |
| To assist the Director of Finance in providing a cost effective, responsive, customer focused, timely and quality financial service |  |

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| Duties & Responsibilities: |
| 1. To advise the Director of Finance on all financial matters.
2. To advise the Director of Finance on the development of Association finance policies and procedures and assist in their regular review.
3. To assist the Director of Finance in ensuring that the finance service is delivered in accordance with the Association’s approved policies and procedures.
4. To assist the Director of Finance to ensure that the financial service complies with relevant legislation, financial regulation, good practice and regulatory requirements and to advise the Director of Finance of any changes required.
5. To assist the Finance Officer in maintaining the invoice processing and payment systems as directed.
6. To assist the Finance Officer in maintaining the rent and service charge financial systems as directed.
7. To provide general administrative duties to the Deputy Chief Executive department.
8. To receive general enquiries from members of the public, tenants and creditors in respect of finance issues.
9. To liaise and maintain good working relationships with all internal departments and produce relevant management information as required.
10. To assist the Finance Officer maintaining relevant financial records as directed.
11. Demonstrate a commitment to customer care, safety, privacy, and equality by complying with all relevant policy and procedures, in particular those relating to:
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|  | * Health & Safety Legislation – to ensure that safe working practices and procedures are adopted at all times.
* GDPR legislation – to act in compliance with GDPR and data protection laws, ensuring adherence to GDPR standards. respecting confidentiality and privacy, and protecting data subjects’ rights.
* Equality & Diversity – supporting the principles and practice of equality of opportunity as set out in the Association’s Equality & Diversity Policy.
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| 11. | To undertake any other relevant duties as determined by the Line Manager, Association or Chief Executive. |

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| Signed by Postholder |  | Date |  |

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| Finance Assistant  | Version Control  |  Review Date:  |

Person Specification 

Finance Assistant

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| **FACTORS** | **CRITERIA** | **ESSENTIAL/ DESIRABLE** |
| **Education; Training and Experience** | Experience of working in a finance environment | E |
| Relevant Finance Related Qualification or a desire to work towards one | D |
| Experience of working in a housing environment | D |
| **Knowledge and Skills** | High levels of computer literacy and dexterity | E |
| Transferable IT skills to allow operation of Melin’s various database systems | E |
| Ability to liaise with both internal and external clients regarding the provision of services | E |
| Ability to provide information and advice to colleagues in various formats | E |
| Ability to achieve targets within set timescales | E |
| Ability to work alone without close supervision and as part of a team | E |
| Skilled IT database user, specifically Open Housing and Open Accounts | D |
| High levels of innovation and creativity | D |
| Ability to contribute to policies and procedures | D |
| Current full driving license, ability to drive with access to a vehicle | D |