



# Job Description

Job title	<b>Finance Assistant</b>
Grade	<b>GS3</b>
Department & Post Ref	<b>Resources – R13</b>
Reports to	<b>Finance &amp; Business Services Manager</b>

## Position Summary

Main job functions (Note: In addition to these functions employees are required to carry out such other duties as may reasonably be required.)

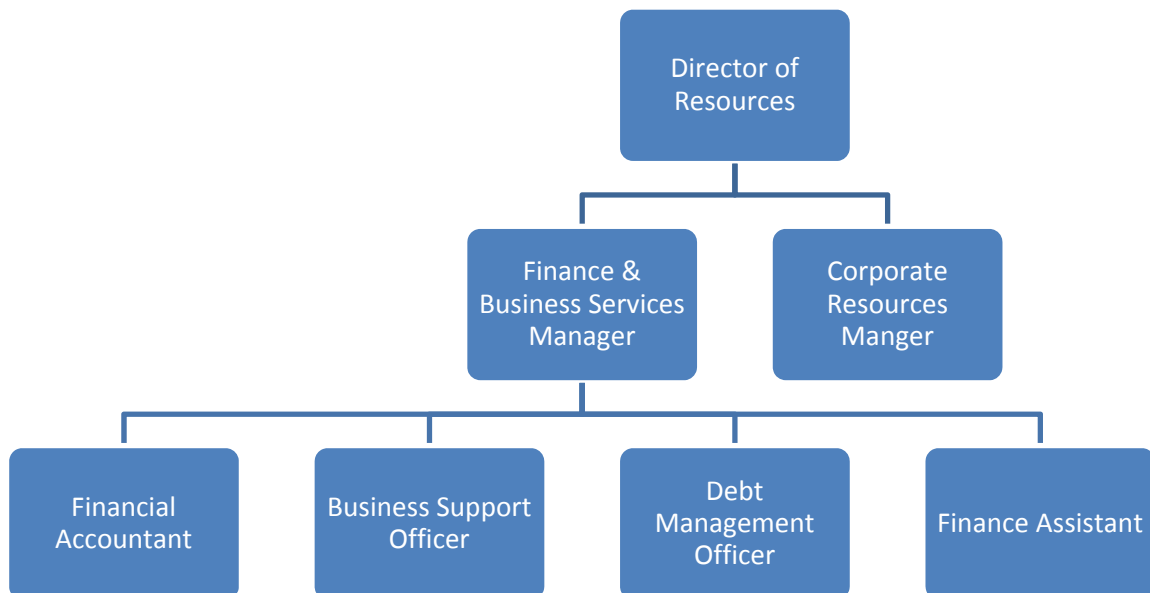
**To assist the Partnership in meeting its corporate objectives by assisting the Finance & Business Services Manager in providing a high quality service to HHP's customers in delivering high quality finance services.**

## Job Location

**Stornoway**

## Supervisory Responsibilities/Position in Structure

*(Attach outline organisation chart, appropriate.)*



<b>Duties/Responsibilities (in order of priority)</b>	<b>Key Results</b>
Process payment of invoices due by the Partnership ensuring that appropriate filing systems are maintained for the retrieval of information when required.	Ensure completeness and accuracy of creditors. Ensure payment of liabilities within creditor terms.
Carry out daily banking including the updating of cash receipts/payments in the ledger	Ensure compliance with HHP procedures.
To produce reconciliations within required timescales.	Ensure all relevant accounts reconcile and differences adjusted.
Update Housing Management system and financial Ledger with Daily updates and adjustments	Ensure accuracy and completeness of interaction between systems.
Maintain reference library for staff and Board members	Improve and maintain skills/knowledge base.
Maintain straightforward spreadsheets for statistical and other purposes	Assist with analysis for management accounts/general purposes.
To assist with General Admin tasks as required.	Assist with efficient running of HHP.
To assist with mail opening and distribution.	Assist with efficient running of HHP.
To operate the Petty Cash System	Ensure compliance with HHP procedures.
Responding to enquires from internal and external contacts using own initiative to redirect queries as appropriate.	Assist with efficient running of HHP.
Prepare grant claim information for review by the Financial Accountant	Grant claims filed correctly allowing the Partnership to recover monies in a timely manner.
Carry out any other duties appropriate to the post in line with the needs of the Partnership	Assist with efficient running of HHP.

## Criteria – Essential (E) and Desirable (D)

<b>Education &amp; Qualification</b>			
E1	Good general education to Standard Grade or equivalent	D1	HNC
<b>Experience</b>			
E2	2 years working in a busy office environment	D2	Working in a housing related office
E3	Maintaining and developing filing systems	D3	Using a Housing Management System and Financial Ledger
		D4	Experience of using accounting systems in an accounts payable role
<b>Knowledge</b>			
E4	Microsoft Office packages	D5	Good knowledge of financial/management accounting systems
<b>Skills &amp; Abilities</b>			
E5	Proficiency on word processing and spreadsheets including design and layout of documents		
E6	Team player		
E7	Good communication skills		
E8	Filing		
<b>Other requirements</b>			
		D6	Car licence

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