

Job Role Profile

<p>Role title: Accounts Assistant</p> <p>Grade level: Officer</p>	<p>Direct Reports: None</p> <p>Department: Finance & Resources</p> <p>Location: The People's Place, Stratford</p>
<p>Purpose of role:</p> <p>This role provides vital support across our business to ensure that:</p> <ul style="list-style-type: none"> • all of our suppliers are paid accurately and on time • orders for purchasing goods are raised for approval • our bank accounts are monitored and managed correctly • we have cover for processing receipts from our residents • credit card transactions are well controlled • the Senior Accountant is supported and assisted in their work • expenditure accounts are monitored and analysed 	
<p>Working relationships</p> <p>Responsible to:</p> <ul style="list-style-type: none"> • Senior Accountant <p>Responsible for:</p> <ul style="list-style-type: none"> • None <p>Authority Limits:</p> <ul style="list-style-type: none"> • The role is responsible for ensuring that all expenditure is approved within agreed authority limits 	<p>Key Work Relationships</p> <p>Internal:</p> <ul style="list-style-type: none"> • All colleagues <p>External:</p> <ul style="list-style-type: none"> • Contractors • Suppliers • Third party expert advisors • Internal and external auditors

Role expectations and responsibilities that contribute to the successful delivery of our Corporate Strategy

Core tasks and responsibilities

Accounts Payable

Maintaining a strong and successful relationship with Arhag's contractors, suppliers and professional advisers and ensuring that they are paid accurately and on time for the goods and services they provide is a key function in being able to continue to provide services to our residents.

To do this the Accounts Assistant will initiate prompt payment to suppliers by advising Arhag's Senior Accountant what amounts should be paid to which suppliers on what dates according to agreed terms by:

- maintaining accurate and up to date details of all of Arhag's suppliers
- operating strong control over Arhag's Purchase To Pay (P2P) system
- managing the use of the Accounts Payable email account
- reconciling supplier statements of amounts owed with Arhag's records of amounts due to be paid
- liaising with suppliers and Arhag staff, as appropriate, where these amounts differ

Purchase to Pay system:

All goods and services are ordered in advance by the relevant team within Arhag and these orders are managed on Arhag's Purchase To Pay workflow system.

The Accounts Assistant is responsible for maintaining the integrity and reliability of the data held on this system by matching invoices received from the suppliers with those orders and ensuring that:

- where they match, that a payment is made according to terms agreed
- where they do not match, that appropriate action is taken internally to resolve any discrepancy

Where needed the Accounts Assistant will support various internal departments in their responsibilities for raising non-repair Purchase Orders for authorisation.

Bank Accounts

Maintaining up to date and accurate records of payments and receipts going through Arhag's bank accounts enables us to control and report on the level of funds available to the business.

The Accounts Assistant is responsible for:

- arranging ad-hoc payments outside of the regular supplier payments runs
- identifying standing order and direct debit payments made through the bank accounts and obtaining the statements of expenditure from the relevant utility provider
- maintaining, recording and reconciling the payments and receipts made through the bank accounts with the relevant bank statements for the period
- prepare journal to enter the month's transactions into the ledgers.

Credit Cards

A small proportion of Arhag's expenditure is conducted on corporate credit cards and the Accounts Assistant is responsible for liaising with the relevant cardholder to obtain documentation to support and process the transactions.

External Audit

The Accounts Assistant supports Arhag's Senior Accountant with the requirements of Arhag's external auditors at the financial year-end through:

- assisting in dealing with audit queries
- preparing schedules of information, analyses of expenditure, reconciliations of balances and the provision of evidence of expenditure.

Internal Audit

The Accounts Assistant provides Arhag's internal auditors with evidence of the existence of strong financial controls within the areas managed by the post-holder and how these controls operate.

Accounting Systems Administration

In order to help staff members, the Accounts Assistant will support the Senior Accountant by liaising with systems providers to resolve queries raised by staff.

Team Support & Cover

The Accounts Assistant provides cover for the role of Rent & Service Charge Accountant in times of absence and high workload.

Note:

No job description can be entirely comprehensive and the jobholder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the job description and status of the post within the organisation.

You will be expected to carry out all duties in the context of and in compliance with Arhag's Equal Opportunities and Health & Safety Policies.

Our Values

To further our vision and mission we have adopted five corporate values that underpin our aims and objectives:

- Trust
- Respect
- Accountability
- Customer care
- Innovation

Person profile		
Attributes	Essential	Desirable
1. Education and Qualifications	<ul style="list-style-type: none"> • 'O' levels in English and Mathematics • Two 'A' levels or equivalent or minimum of 5 years relevant qualification by experience • Holding, studying for or be prepared to undertake appropriate training/qualifications for a professional accounting qualification (e.g. AAT/ACCA/CIMA) 	<ul style="list-style-type: none"> • Degree or equivalent • Professional accounting qualification (e.g. AAT/ACCA/CIMA)
2. Knowledge and Experience	<ul style="list-style-type: none"> • A good understanding of IT systems including Microsoft Word and Excel • Experience of using accounting software • Experience of working in an Accounts Payable function 	<ul style="list-style-type: none"> • Experience of working within the social housing sector • Experience of SunSystems accounting package
3. Skills	<ul style="list-style-type: none"> • Ability to determine priorities • Strong communication skills • Good attention to detail • Good organisational, time management and administrative skills 	
4. Personal Attributes	<ul style="list-style-type: none"> • Commitment to the purpose, aims and values of Arhag Housing Association and in particular to promoting high levels of customer service • A responsive, constructive and flexible attitude towards working arrangements within a team environment • Works well under pressure and to tight deadlines • Able to work flexibly to meet customer and business needs 	<ul style="list-style-type: none"> • Positive attitude to change. • A commitment to seeking new ways of working to achieve continuous improvement