One Vision Housing

Job Description

Our Vision: To provide high quality, affordable homes in thriving communities where people have a sense of pride and place.	
Directorate:	**Corporate Services**
Team:	**Finance**
Job title:	**Finance Assistant**
Responsible to:	**Management Accountant**
Responsible for:	**N/A**

1	**Job Purpose**
1.1	To assist in the provision of efficient and effective financial management, insurance and accounts payable accounting functions, providing dedicated support and administration services.
2	**Key Objectives**
2.1	To assist in the production of timely and accurate financial, management, graphical and statistical reports as required.
2.2	To provide administrative support and cover during busy periods, holidays and sickness to ensure efficient finance, insurance and accounts payable functions are maintained at all times.
2.3	To monitor and interpret financial information and trends and ensure these are reported in an appropriate manner.
2.4	To assist with the production and monitoring of Budgets.
2.5	To update, maintain and ensure the integrity of the Groups Financial Management System.
2.6	To extract, collate and compile financial and non financial performance management information.
2.7	To update, interrogate and extract information from an integrated Housing Management system including adjustments to customer accounts.
2.8	To prepare and calculate service charges bills and statements levied for the provision of additional services by the Group.

2.9	To assist the Financial Services Manager and Management Accountant to implement and monitor financial plans and policies.
2.10	To assist and liaise as appropriate with the Groups Internal and External Auditors.
2.11	To provide general financial assistance and support to staff within the Finance Team to ensure provision of efficient financial services across the Group.
3.0	**General Terms and Conditions**
3.1	To meet appraisal targets and support the delivery and achievement of overall business objectives.
3.2	To develop OVH's commitment to equality and diversity and to promote non discriminatory practices in all aspects of work undertaken.
3.3	To adhere with section 7 of the Health and Safety at Work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
3.4	This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.